

Northampton County Local Government Office

Accomplishments

BOARD ACCOMPLISHMENTS 2014/2015

- Completed Phase V Water System Project providing additional water service to unserved areas in the county
- Provided additional deputies and EMS personnel to address the Board's goal of providing adequate police and emergency services countywide
- Increased fund balance by .61% between 2012 and 2013 and 7.51% between 2013 and 2014. Continuing to work towards goal of 25%. The Board surpassed their goal of increasing fund balance each year by ½ %
- Completed Enviva Project that increased tax base by approximately \$81,796,965 as well as provided 91 jobs
- Assisted with the expansion of the current natural gas pipeline to provide natural gas to Severn Peanut/Hampton Farms as well as residents along that line
- Atlantic Coast Pipeline Project and headquarters has been confirmed to locate within the county, which will increase tax base
- Implemented new delinquent tax collection process
- Reinstated the "Student of the Month" program in collaboration with the school systems within the county
- Added another food distribution through Food Bank of Albemarle
- Expanded "Meals on Wheels" Program to western end of county
- Instituted football program for youth
- Approved an increase in insurance fire district from 5 miles to 6 miles, which assist individuals with savings on their homeowner's insurance
- Increased appropriation to Northampton County School System by \$222,012
- Saved County money by changing overtime accrual from 37.5 to 40 hours plus and probationary period increased
- Reorganized Sheriff's Department not spending funds for office opened 24 hours; no longer duplicating services
- FY 15-16 Fund Balance increased to 32% compared to 18% in FY 14-15
- Instituted Electronic debit & credit card payments at Water Department

DAY REPORTING CENTER

- 2014, Budget increase from \$75,000 servicing only Northampton County now Budget of \$290,351.00 serving five counties (Northampton, Bertie, Halifax, Hertford and Martin).
- Severn Programs offered Cognitive Behavior Intervention (CBI), Substance Abuse, Parenting, Employment Services, Family Counseling Education, Health/Nutrition Education, and Education opportunities to adult offenders
- Staff all certified in Moral Reconation and Mental Therapy working to become Certified Substance Abuse Counselors

Cultural Wellness Center

- Hosted first Relay for Life event for Northampton County, which raised more than \$55,000 to benefit the American Cancer Society.
- Held Vendor Fair through Recreation Advisory Board and raised more than \$500 to benefit children.
- Held our Seventh Annual Easter Egg Hunt and Family Fun Day, with an estimated attendance of 120-150.
- Hosted many blood drive events, which produced approximately 40-60 donors per event.
- Hosted Circus Event, with an estimated attendance of 2,000 area citizens.
- Hosted Fourth of July events, with an estimated attendance of 4,000.
- Hosted Healthy Living for a Lifetime event, providing free health screenings to over 120 area citizens.
- Hosted Kidney screening event, providing free kidney screenings for approximately 25 area citizens.
- Hosted Softball Tournaments, creating more revenue opportunities and serving additional surrounding areas.
- Added additional equipment in the fitness room to meet needs of members.
- Summer youth football camp for ages 7-12.
- Started an adult softball league approximately 150-200 participants.
- Implemented an additional and more accessible handicapped parking area near front entrance.
- Started midget football team for 7-9 and 10-12 year olds.
- Over 3,000 registered members for fitness room and growing.
- Over 100,000 people from members, citizens and rentals have been to the facilities since we opened in 2008.

- New \$300,000 Inclusive Playground soon to be completed from Trillium Health Resource Grant.
- Picnic Shelter

Northampton County Soil & Water Conservation District

- Department host a Natural Resource Field Day for an elementary school in Northampton County each year.
- Department sponsors students each year to attend the Resource Conservation Workshop in Raleigh, NC that is held at NC State University. Over the past 10 years we have sponsored an estimated 26 students.
- Department staff helps with the Coastal Envirothon which is held each year at the Cool Springs Environmental Education Center.
- Department over the last 10 years has obligated an estimated \$3,879,317.00 (contracted & installed) Agricultural Best Management Practices within the county.
- Department helped with the Nature Trail when it was created on the back of the property near our office building several years back.
- Department Staff partnered with Cooperative Extension and Natural Resource Conservation Service to do a Cover Crop Field Study on a local farm in Northampton County around 2008/2009.

Public Works

WATER AND SEWER

Daily Accomplishments

- Provide safe potable drinking water along with quality service to over 5,100 customers within Northampton County
- Provide safe and sanitary sewer collections to over 600 customers within the county

2016 Accomplishments

- Pave parking lot at Public Works Facility
- Implementation of full-sized water bills with mailings outsourced
- Extension of water lines to NCCAR (EDC funding)
- Implementation of new Logics Billing Software

2015 Accomplishments

- Installation of standby generator at Public Works Facility
- Became only water system in a five county radius to have an employee with a Utility Management Certification for demonstrated knowledge in the complex field of water and wastewater management

2014 Accomplishments

- Complete Phase V water line improvements and extensions with implementation of radio read meters and all meters replaced
- Installation of standby generator at NC 48 Booster Pump Station (EDC Funding)
- Rate structure change on water and sewer charges to maintain sustainability for water and sewer systems county wide

2013 Accomplishments

- Built shelter for equipment storage for protection of equipment
- Enviva Project – Upgrade 4.5 miles of water line along Lebanon Church Road; install sewer pump station and 1.5 miles of sewer force main to Gaston cross country (EDC funding)
- Implementation of New member of 911 for locations of facilities to help protect infrastructure

2011 Accomplishments

- Replace existing Well buildings at Lasker #1 and Lasker #2 wells

2010 Accomplishments

- Long Farm Road interconnection with Roanoke Rapids Sanitary District installed with Pressure Reducing Valves at Arthur's Creek and Lebanon Church Road along NC 46 Hwy

2006 Accomplishments

- Central Elementary Sewer Pump station installed with sewer line improvements on NC 305 North of Jackson
- Lebanon Church sewer residential connections (14-15 customers) Individual sewer grinder pumps installed with sewer force main along Lebanon Church Rd.

2005 Accomplishments

- Installation of Lincoln Park sewer collections system near Rich Square

BUILDING AND GROUNDS

Daily Accomplishments

- Provide quality routine maintenance and cleaning services to all county owned building and grounds
- Provide janitorial supplies at best economical price for all departments through County's Central Stores

2016 Accomplishments

- Replace rubber roof on J.W. Faison Administration Building

2015 Accomplishments

- Replace roof shingles on Finance/Commissioners Building

2014 Accomplishments

- Replace roof shingles on Data Processing Building
- Replacement of boiler and chiller in Courthouse

2013 Accomplishments

- New DSS Building addition construction oversight
- EMS Milwaukee Building addition construction oversight

2012 Accomplishments

- Replace rubber roof on evidence building (Old EMS Building)

2011 Accomplishments

- Library addition construction oversight

2010 Accomplishments

- Replace roof on Northampton County Jail
- Replace metal roof on J.W. Faison Administration Building
- Animal Shelter Trailer addition

2008 Accomplishments

- Addition of dry storage building facility with separated bays for departmental use

2007 Accomplishments

- Cultural and Wellness Center addition construction oversight
- Installation of water and sewer lines to ball fields
- Conduit installation for cameras

2006 Accomplishments

- Installation of conduit from E-911 to Old DSS to Administration Building to Wellness Center and to Public Works for new phone system

SOLID WASTE

Daily Accomplishments

- Provide reliable and affordable municipal solid waste services to all residential citizens through contracted services
- Operation of convenience center for construction and demolition of debris and many recycling needs for all county citizens and businesses
- Yearly Accomplishments
- Provide Scrap Tire Recycling to all citizens and businesses within the county
- Maintain closed Landfill in accordance with standards
- Provide Motor Oil Recycling services to all county citizens.

2015 Accomplishments

- Installation of landfill gas monitoring probes and monitoring plan; monitoring done quarterly
- Implementation of certified hydrologist to perform ground water monitoring and landfill gas monitoring

2013 Accomplishments

- Implementation of Shingle Recycling Program
- Implementation of Waste Vegetable Oil Recycling Program

2011 Accomplishments

- Implementation of Mercury Thermostat Recycling Program

2010 Accomplishments

- Implementation of Electronic Waste Recycling Program

CENTRAL GARAGE

- Daily Accomplishments
- Provide quality mechanical services for major and minor repairs to all county owned vehicles, equipment and machinery
- Provide bulk fuel at best economical prices for all departments with county vehicles

2013 Accomplishments

- Implementation of Vehicle Diagnostic's Machine

2006 Accomplishments

- Implementation of State Vehicle Inspection Station to inspect all county owned vehicles

Elections

- Created a mission statement with the assistance of all staff to visualize what our values would be for this office.
As Northampton County Director of Elections, working in a Constitutional Office of the State of North Carolina, we will consistently conduct successful elections in the compliance with the law, to ensure that every eligible voter can exercise the right to vote. Therefore, we facilitate voter education through training and strategic comprehensive planning while providing a non-partisan, stable and positive environment built upon respect, growth, creativity and freethinking.
- Meet with the staff in office to review and utilize task analysis and development in planning election responsibilities and timelines.
- Incorporates voter feedback in ongoing improvements to the voting process through precinct officials and previous election, we assess what worked and what did not after each election.
- Identified and increased the number of early voting sites and geographically placed them in town halls and taxed paid buildings in 4 areas throughout the county.

- Developed new hire procedures including internal and external communication to make sure there are precinct officials from both major parties at every polling place
- Secured grants to get laptops, printer and voting equipment saving money for the county.
- Improved the process of precinct relocation and notification to voters
- Implemented new and improved process of election night results reporting through the use of technology.
- In 2008, Recruited Northampton County High School students to work in the 2008 elections, creating an increased number of younger Election Day staff during elections
- Made election worker training more illustrative so that it is easier to comprehend
- Expanded education and outreach through community-based field activities such as career days, governmental meetings, religious institutions, presentations to high schools, college audiences and job fairs
- Published various brochures to educate voters on the ballot and other related election procedures.

Health Department

- Maintained Accreditation Status and earned Re-accreditation in 2009 & 2013, currently preparing for Re-accreditation site visit in 2017 by NC Public Health Accreditation Program
- Maintain a Continuous Quality Improvement Council that focuses on improving all Health Department programs.
- Maintain all Clinical Service Programs despite significant cuts in program funding to Family Planning, Maternal Health and Child Health Programs.
- Maintain the bill Private Insurance to increase health department revenues.
- Health Department has the ability to accept debit and credit cards resulting in additional monies and valued customer service.
- Developed the First National Multi-County Nurse Family Partnership Program in the Country.
- Replaced Clinic in Gaston resulting in the ability to see more patients in a much better environment.
- Completed the new Animal Control building in 2009 resulting in a better environment for the animals being housed there.
- Expanded and Continue to Operate the “Home Delivered Meals Program”.
- Recess Program recognized in 2015 and 2016 for efforts to eliminate Childhood Obesity.

- Home Health Program earned Accreditation Status in 2013 and 2016 which also maintaining “Revenue Self-Sufficiency”, A True Rarity in today’s market
- Rabies Clinic provides approximately 1100 vaccinations on an annual basis.
- Instituted a Tobacco Use Ordinance on County Property and assisted the County Commissioners in passing such ordinance.
- Breastfeeding Peer Counselor Program established along with Breastfeeding Room for Public use in the health department.
- Health Department Lab has maintained CLIA certification along with well water testing certification.

E-911

- Implementation of the auto launch of Vidant Eastcare
- Implementation of Emergency Medical Dispatch
- Adding a third position Tele communicator
- Adding a fourth position Lead Tele communicator
- Continuing to be able to provide the latest and greatest equipment in Communications Center for the staff, citizens, and visitors of the county.

Register of Deeds

- Upgraded vault electrical - so equipment could operate more efficiently
- Upgraded vault equipment - efficiency
- Added Plat/Mylar Scanner - scan Mylar's in office versus sending to Greensboro; public can instantly view, chances of getting lost in mail slim
- Added scanners to all desktops - scan and email documents to patrons versus patrons coming into office
- Cross-trained all employees - all employees are now able to perform all office tasks, it maximizes staff efficiency and flexibility
- Hold monthly employee meetings - improves communication efforts and it makes employees feel a part of the success of the organization as we meet goals
- Trained all employees to use email - all employees were taught to use and utilize email. Upon my arrival all employees did not have access to email and was not familiar with its use
 - Email documents versus mailing (time saver)
 - Respond to patrons
- Implemented an in-office return document box for frequent visitors (lawyers/researchers) - lawyers/researchers visit frequently to record

documents instead of mailing documents to them we've implemented individual secure in-office return document boxes. After the documents are recorded, they are placed in their individual box for them to retrieve upon their next visit. This is a cost savings on the postage budget

- Changed bond paper for certified documents (marriage & death certificates) to a more economically priced bond paper - upon my arrival the State was changing vendors and secured a contract with a company that provided 500 sheets for \$500 - we currently pay \$10 for 500 sheets. The cost effective paper has the same security features so the document can't be duplicated easily. Very cost effective!
- Office scan documents immediately after recording
 - immediate access to public
 - less chance of numbers being wrong by miscounting pages
 - less chance of document getting lost
- After document is recorded, same is returned to presenter the next business day - peace of mind to patron and less chance of lost
- In-house scanning project - work in progress - digitizing all documents. This will serve a three-fold purpose.
 - save on handling which will halt the effect of aging and decay of pages due to old books being so fragile
 - if a disaster should occur, retrieval of information will be easier due to all being digitized
 - much easier to search/research when information is digitized
 - land records
 - marriages
 - deaths
 - military discharges
- In-house indexing project of land records, marriages, deaths, and military discharges - work in progress
 - documents will be retrieved by name in addition to book/page
- Implemented document recording hours of 8:30 am - 4:30 pm (this gives the recorder an opportunity to make sure documents standards are met and tax signatures are on document if needed; marriage license hours 8:30 am - 4:00 pm - this gives the bride and groom an opportunity to make telephone calls to get the proper information for their marriage license
- Implemented a one-time courtesy certified birth certificate for county veterans - doing our part to give back to the community in which we live and work
- Electronic Notary Oaths Renewal - after oath is given, we are able to scan and send the document to Vital Records instantaneously

- Working on obtaining an overhead scanner to scan older books - older book pages can't be removed without tearing the books apart. I've priced outsourcing this project versus borrowing or purchasing an overhead scanner. It is more cost effective to borrow or purchase
- All in-house projects will take longer to complete, but the books will not have to leave the office and will be less chance of them getting lost; will be done correctly and more cost effective
- Created indexes for Marriages, Deaths and Military Discharges - indexes make it easier for patrons to search

Human Resources Department

- Established a recruitment and selection process that maintains fairness and consistency. (i.e. created job application, created selection tools, and job offer procedures).
- Streamlined the payroll (i.e. created payroll status change from and new hire forms, etc.) and restructured the orientation process.
- Revamped the evaluation process by creating forms and tracking mechanisms.
- Attained a (new hire) background check ordinance.
- Departmental staff growth by 1 full-time position.
- Mandated benefits (i.e. negotiated health insurance cost that reduced a negative impact on the County and its employees, 2016).
- Invoked cost saving strategy for benefits – with a comparative study done on Health Benefit cost within local government entities (i.e. recognized in an article in the North Carolina Association of County Commissioners newsletter and other county entities).
- Implementation of a Wellness Program (i.e. HR was awarded a wellness grant for \$5,000, i.e.-- the wellness fairs was recognized in local newspapers).
- Updated the 1998 personnel policy in 2003 that has become a clear foundation for the county to build the workplace culture and a legal defense tool.
- Established a beneficial internal communication process (i.e. responding to policies and procedural inquiries) and has become more strategically cohesive with County goals and vision.

Ambulance Services

- The addition of a second EMS crew at the station in Jackson in 2006.

- The addition of a Substation and a third EMS crew on Lake Gaston in 2010 through a partnership with Roanoke Wildwood Fire Department.
- The Construction of a Substation in Milwaukee on the Buck Boone through a partnership with E 911 and the addition of a fourth EMS crew in 2013.
- The only EMS System in N.C. to carry a cyanide antidote kit. This was added and used in 2014 to resuscitate a victim that pulled from a house fire.
- Placing second in the CPR competition at the EMS World Expo in Las Vegas in 2015.
- Placed TXA on the Ambulances in 2015. (TXA is a drug that is used to stop internal bleeding.)
- The only EMS System in N.C. to use the ResQpump CPR system. This was placed in service in 2016.
- The addition of a training officers' position in 2016.
- EMS crews that have saved countless lives over the past ten years

NORTHAMPTON COUNTY TAX AND LAND RECORDS

- 2014 - Completed revaluation effective January 1, 2015.
- 2013 - Implementation of online payment thru Sturgis, Inc., Implementation of in-house credit card payments, Board approved the collection officer to administer In Rem Foreclosures. Appraiser commenced reviewing properties for the 2015 revaluation effective date. The North Carolina Vehicle Tax System was implemented.
- 2012 - Completed an Audit on 817 parcels receiving present use valuation. Carlton Lynch received certification as a North Carolina Personal Property Appraiser. During economic times, 2011-2012 collection at year end was 94.7 percent and \$8,097,760 value of unlisted properties was discovered. Joy Edwards was the recipient of the 2012 President's Pride Award from the North Carolina Property Mappers Association.
- 2010 - Cathy Allen received her Tax Collector's certification. Land Records installed new maps and photographs provided by NC911
- 2009 - Implemented by Board approval a resolution requiring the Register of Deeds not to accept any deed transferring real property for registration unless the county tax collector has certified that no delinquent ad valorem county taxes etc... which are liens on the property described in the deed.
- 2008 - Appraiser commenced reviewing properties for the 2011 revaluation effective date. Cathy Allen received her certification as an assessor. GIS website implemented making maps and property record cards available for viewing for public inquiry. GeoViewer program was installed for interoffice viewing of Land Records information.

- 2007 - Implemented the Debt setoff program.
- 2006 - Purchased two vehicles to be used for daily and revaluation property reviews. Completed revaluation reviews to be effective January 1, 2007.

Office on Aging

- Keeping the County distribution going every 3 months
- 2014-Implemented weekly exercise class (M-W-F)
- 2015- Implemented weekly Craft class
 - Implemented Caregivers Support Group
- 2016- Implemented Senior Distribution
 - Attended all RAAC meetings
 - Appointment to Senior Tar Heel Legislator
 - Appointment to The Home and Community Care Block Grant Committee
 - Received the Making A Difference Award from Upper Coastal Plains Caregivers Program

Northampton County Economic Development Commission

2004-2005

2005 CDBG Scattered Site

- Secured the award of \$400,000 in Community Development Block grant funding from the NC Department of Commerce for the rehabilitation or replacement of eight (8) substandard housing units in Northampton County. Completed first stage administrative activities including beneficiary qualification (low income and/or handicapped. and/or elderly), environmental and legal review, and site assessment activities. Selected contractors for rehabilitation and/or replacement of qualifying units. Successfully completed and closed-out the project.

2006-2007

Hampton Farms

- Supported the company in a \$3.8 million expansion of the company's storage facilities and addition of a peanut butter manufacturing line, which resulted in the creation of 36 new full-time positions.. Assisted in permitting and municipal wastewater treatment system capacity analysis.

2006-present

NCCAR

- Secured professional services in developing market and facility capabilities studies, integrated the results with facility planning and budgeting. Secured

\$17,987,916 in state, federal and NGO funding for the NCCAR project Managed site geotechnical and environmental assessments, master-planning, and design engineering and architectural plans. Integrated all consistent with funding allocations to develop execution plans within project budget requirements. Supervised the development of all project construction plans and documents; the public bidding and contract award process. Provided administrative supervision of all construction activities and expenditures. Managed all financial reporting, prepared and submitted all progress reports, secured all audits, and completed all financial transactions in full compliance with the requirements of the Office of State Budget and Management and all federal agencies, All financial activities, including audits, were completed without any finding and all construction and administrative funding was fully accounted and balanced to the cent. During the 2008 – 2010 recession, at a time when the domestic automotive industry was in collapse, successfully restructured NCCAR operations to generate a positive cash flow and maintain operational cash reserves while continuing to meet all financial and client service obligations.

2008-2015

Hampton Farms

- Secured grant funding totaling \$1,130,000 in support of the company's expansion of processing (roasting) and warehouse facilities, which resulted in the creation of 63 new jobs. Grant funding was utilized to construct a 7.85 mile natural gas distribution line from the Town of Conway to the Town of Severn. Facilitated the structuring of \$17,300,000 in New Markets Tax Credit financing for construction of the company's manufacturing facility. This was the first time NMTC financing had been utilized for a project in eastern North Carolina, and the project was selected as a finalist at the 2015 National Development Center Academy. .

2009 Clements Mechanical

- Assisted the company in relocating their operations and 26 employees to a larger facility on Lowe's Boulevard in Northampton County. Assisted in reconfiguring driveway access and improvements to the facility's wastewater system,

2009-2010 Resinall, Inc.

- Secured NCDOT and NCDOC grant funds totaling \$650,000 to relocate a ¾ mile section of NCVA rail line at the company's Severn facility to provide for buffering and fencing in compliance with Homeland Security regulations. Structured interim bridge loan project financing combining County Revolving Loan Fund and Economic Development Capital Reserve

funds, until construction was completed and NCDOT and NCDOC reimbursements requisitioned. The project resulted in the retention of 80 higher-wage jobs in the county.

2009-2011

2008 CDBG Scattered Site

- Secured the award of \$400,000 in Community Development Block grant funding from the NC Department of Commerce for the rehabilitation or replacement of seven (7) owner-occupied substandard housing units in Northampton County. Completed first stage administrative activities including beneficiary qualification (low income and/or handicapped, and/or elderly), environmental and legal review, and site assessment activities. Selected contractors for rehabilitation and/or replacement of qualifying units. Successfully completed and closed-out the project

2011 510nano/REPP One

- Facilitated the sale of a 25 acre parcel in the Northampton Commerce Park to the company for \$210,000 and received a \$65,080 contribution to offset 3-phase electric system improvements. Company constructed the first grid-connected minority-owned solar electric power generation facility in the nation, resulting in an improved property value of \$635,272.

2011-2013

Enviva -Northampton

- Secured the +\$81,000,000 investment of Enviva, Inc. in development of the company's 91 employee manufacturing facility in the Northampton Commerce Park. Secured more than \$2,000,000 in grant funding for infrastructure (water, wastewater and highway) improvements befitting the company, future tenants of the Commerce Park and the community at-large.

2011 -2014

Clements Mechanical

- Assisted the company in relocating operations and headquarters operations to a larger company constructed facility and site in the Northampton Commerce Park. The expansion retained the company's 76 employees (up from 26 since first locating in Northampton County); and secured the construction of a new 30,000 s.f. operations center.

2012-2015

2011 CDBG Scattered Site

- Secured the award of \$400,000 in Community Development Block grant funding from the NC Department of Commerce for the rehabilitation or replacement of five (5) owner-occupied substandard housing units in Northampton County. Completed first stage administrative activities including beneficiary qualification (low income and/or handicapped, and/or

elderly), environmental and legal review, and site assessment activities. Selected contractors for rehabilitation and/or replacement of qualifying units. Successfully completed and closed-out the project

2014-2015

Bay Sire

- Assisted the new owner and the Town of Jackson in the Bay Sire Winery and Bistro project which entailed renovation of the former Sir Archie Building, and the application review, processing and administration of a \$150,000 secured loan from the Northampton County Revolving Loan Fund.

2014 to present

Atlantic Coast Pipeline

- Engaged with the Atlantic Coast Pipeline (ACP) partners to secure a commitment to locate the ACP compressor station and the ACP operations center in Northampton County. ACP project investment in Northampton County. The projected taxable value of the ACP project is projected to be approximately +\$125,000,000 when operational, with an additional potential \$30 to 50,000,000 by 2025. Projected tax revenues to Northampton County (based on current rates) will exceed \$1,000,000 annually.

2014 to present

Talon Building

- Conducted environmental assessment; performed and supervised clean-up activities; developed and implemented plans for repairs; structured lease and purchase/sale agreements leading to the acquisition of the +/-12 acre Talon Building in the Town of Woodland which will be marketed for industrial shell-building reuse. Assisted in structuring the private acquisition of the lake and residential portions of the property which will be used year-round to host sanctioned ski competitions and other group events, bringing additional retail activity to the Town.

West Fraser

- Collaborated with company officials to secure public sector support for a multi-phase, multi-year modernization of the company's facilities near the Town of Seaboard, securing the continuing employment of the company's 158 employees. Secured a \$585,000 grant from the North Carolina Commerce Finance Center for construction of wastewater facilities connecting to the Town's wastewater treatment system. The current first phase expansion involves conversion of the batch kilns to continuous kilns, and a private sector capital investment of +\$18,000,000.

2016

Town of Seaboard

- The NCEDC is assisting the Town of Seaboard and others in structuring and securing grant funding (projected at \$1.6 million) for rehabilitation of the Town's wastewater treatment plant. Involved is the development of preliminary engineering reports and preliminary opinion of costs, and structuring grant proposals consistent with source guidelines.

Northampton Emergency Management

- Completed the required and 6 extra Emergency Management Performance Grant (EMPG) requirements each year that brought in \$30,000 to \$50,000 in funds each year to Enhance Northampton's Emergency Management Department.
- Obtained a Hazardous Mitigation Grant \$110,000 for an automatic backup generator at the Cultural & Wellness Center Shelter.
- Assisted in grant process for County agencies to get VIPER radios and ID's
- Implemented and maintained the CodeRed County Emergency Notification System
- Acquired mobile generator, light tower, mobile trailers (command post, Decontamination, Mass Care Support, etc.), Salamander tracking system and other equipment through DPR 4 funding to help Northampton better prepare for both manmade and natural disasters
- Worked with the NCSHP in getting 2 VIPER towers constructed on the County that permitted us to have use on them for our County Radio System with no rent or utility fees
- Rewrite of the County's Emergency Operations Plan at no cost to the county, EMPG funded
- Updated the County's Hazardous Mitigation Plan to a Regional Plan at no cost to the county, grant funded
- Updated the Mutual Aid Agreements between Northampton and the border counties
- Completed process to have County Shelters Red Cross Certified
- Restructured the Crash Truck response area when Jackson Rescue folded
- Established 6 mile Insurance Fire Insurance Districts
- Maintained the County's Incident Command System up to requirement set for Mutual Aid and FEMA eligibility
- Conducted/Participated in County wide Drills such as Communication Drills, Anthrax Drills, Active Shooter Drills, Hurricane Drills, Mass Stockpile immunization drill, Ebola Drill, Avian Flu Drill, Aviation Disaster, and other Departmental drills and trainings.
- Maintained the Volunteer Fire Departments State Emergency Response Team (SERT) lists

- Assisted with 6 Volunteer Fire Department 9S inspections that resulted in an improved rating
- All Haz-mat calls were contained and cleaned up and had no adverse effect on the Environment Maintained FEMA mitigation and response requirement that enable the County to receive both Individual and Public Assistance from the impact of Hurricane Matthew
- Currently finishing the last phase of the Radio Improvement Project that was started in 2009
- Assisted EMS in restructuring and funding the addition of EMS satellite stations 6, West side, and 4, East Side

Northampton County Code Enforcement Office

- 2008, went paperless started to use computer program to issue permits
- 2014, increased rates first time since 2001
- Purchased tablets for the inspectors to use in field to help with communication
- Issued 8 solar farm permits in the past 2 years
- Revamped permit forms and permits on our website along with our hours of operations
- Made notebook for the front desk with names of contractors (building, electrical, mechanical, plumbing, insulation) for customers to have quick and easy access when they need names of contractors
- Completed the ISO which is required every 5 years. ISO is an independent statistical, rating, and advisory organization that serves the property/casualty insurance industry

Planning and Zoning

- Became stand-alone department
- Increase in issued permits
- Amendments to our ordinance for improvements to citizens
- Provide service in a professional manner while keeping in mind the needs and feelings of the citizen