

**MINUTES**  
**LENOIR COUNTY BOARD OF COMMISSIONERS**  
**January 5, 2009**

The Lenoir County Board of Commissioners met in a special called session at 9:00 a.m. on Monday, January 5, 2009 in the Board of Commissioners Main Meeting Room in the Lenoir County Courthouse at 130 S. Queen St., Kinston, NC.

Members present: Chairman George Graham, Vice-Chairman Claude Stroud and Commissioners, Jackie Brown, Reuben Davis, Chris Humphrey, Tommy Pharo and Linda Rouse Sutton.

Members absent: None

Also present were: Michael Jarman, County Manager, Tommy Hollowell, Assistant County Manager, Martha Martin, Finance Officer, Robert Griffin, County Attorney; Lashanda Aytch, Clerk to the Board; and members of the general public and the news media.

Chairman Graham called the meeting to order at approximately 9:00 a.m. Ms. Brown offered the invocation and Mr. Graham led the audience in the pledge of allegiance.

**PUBLIC INFORMATION**

Presentation of the Lenoir County, North Carolina Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2008 by the Lenoir County Finance Department and Pittard, Perry & Crone: Mr. C. Dean Horne, CPA. Mr. Horne stated the section entitled "Management Discussion and Analyst" comes from Mr. Jarman and Mr. Hollowell, Finance Director. This is the fifth year this section has been implemented in the report. The highest level of opinion that an auditor can give is called an "unqualified opinion." This means that all audit tests were complete and no items were reported. Lenoir County government has received an "unqualified opinion." Under Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – General Fund (page 18) shows the reader what the county's original budget was, and what changes were made to that budget throughout the year. Total revenues budgeted were \$54,377,315 and actual revenues were \$56,331,417, represents a total of \$1,791,677 more in revenue than what was anticipated. Total expenditures budgeted were \$53,065,254 and actual expenditures were \$49,920,102. Mr. Humphrey asked Mr. Horne did he find any problems with any department while completing the audit. Mr. Horne stated there were no non-compliance reports from any department in the county. Mr. Jarman stated the Undesignated Unreserved Fund Balance stands at 14.9% the Board requested 20% and the county was previously was at 18%. Mr. Humphrey discussed Emergency Medical Services audit figures; Mr. Humphrey stated he thought the County was going to make a profit from Non-EMS. Mr. Jarman stated revenues generated from Non-EMS helps to cover the expenses incurred by EMS. Mr. Jarman stated Non-EMS would be discussed at length during the budget process. Mr. Graham thanked the management team and past commissioners for their hard work in keeping Lenoir County moving forward. The Board thanked Mr. Horne and his staff for all their work as well.

Item No. 26 was a Resolution Authorizing the Sandy Bottom Volunteer Fire Department to Purchase a Pierce Pumper/Tanker: \$320,000 by Piggybacking on the Wake County Emergency Service Bid Package. Mr. Deral Raynor, Lenoir County Fire Marshal addressed the Board. Mr. Raynor stated North Carolina General Statutes, 143-129(g), allows Local Governments to make purchases without a separate bidding procedure, if the equipment being purchased has been purchased within the last 12 months by; (1) The United States of America or any federal agency; (2) The State of North Carolina or any agency or political subdivision of the State; or (3) Any other state or any agency or political subdivision of that state, if the person or entity is willing to furnish the item at the same or more favorable price, terms, and conditions as those provided under the contract with the other agency. Mr. Raynor stated Sandy Bottom is a debt free department; staff has met with representatives of the Sandy Bottom Volunteer Fire Department and all requirements of North Carolina General Statute 143-129 have been met. Sandy Bottom will make a \$20,000 down payment and finance \$300,000.00 from United Financial at 4.6%. Sandy Bottom will have an annual payment of \$38,100.29 for ten years. Sandy Bottom will not require a tax increase to make this purchase. Upon a motion by Mr. Stroud and a second by Ms. Sutton, Item No. 26 was unanimously approved.

#### **ITEMS FROM CHAIRMAN/COMMISSIONERS**

Mr. Graham stated he has tendered his resignation as Chairman of the Lenoir County Democratic Party. Mr. Lyle Holland and Ms. Rita Spence can be contacted for further information. Ms. Pat Cabe of the Golden Leaf Foundation will be in Lenoir County on Monday, January 26, 2009 at 2:00 p.m. for discussion regarding grant funding of \$2 million through the Golden Leaf's Community Assistance Initiative.

Mr. Griffin stated the County has purchased \$2 million of land from the Perry and Parrot Families for the work sites of Sanderson Farms. The County now owns 12-acre site at the corner of Hillfarm Rd. and Smithfield Way and also 96-acre site on Parrot Dickerson Road. The Bowen property will close on Wednesday, January 8, 2009.

Mr. Humphrey stated Lenoir Community College would be showing a faith-based film on January 17, 2009.

#### **ITEMS FROM THE COUNTY MANAGER**

Item No. 2 was Items from the County Manager. Mr. Jarman thanked the Board and Department Managers for their efforts in keeping the audit and budget numbers on track. Mr. Huff stated the North Carolina Association of Public Health Nurse Administrators presented a Resolution Honoring Virginia O. Bonar who worked for the Lenoir County Health Department for 25 years. Mrs. Bonar passed away in August 2008. The Sheriff's Office and the Town of LaGrange are still working towards reaching an agreement in providing law enforcement services to the Town of LaGrange. Mr. John Craft, Town Manager of LaGrange thanked County Administrator for assisting the Town in this matter. There are seven (7) Town Officer and 3 current vacancies; they will all have an opportunity to acquire employment with the Lenoir County Sheriff's Department. The Board has approved the removal of a traffic light at the Intersection of Mt. Vernon Drive and Hwy. 70. County Administration has sent a letter to NCDOT requesting the City of Kinston be notified of the possible traffic light removal.



Item No. 12B was a Resolution Approving the Industrial Development Fund (IDF) Grant. Mr. Harris stated this would approve water line improvements for the West Pharmaceutical Expansion. Last year the County received a \$275,000 grant as part of the total cost of the water line improvement. Due to the other industrial activities the County qualifies for additional monies for water line improvements. Upon a motion by Ms. Brown and a second by Ms. Stroud, Item No. 12B was unanimously approved.

### **BUDGET ORDINANCE AMENDMENTS/RESOLUTIONS**

Item No. 13 is a Budget Ordinance Amendment: General Fund: Non-Departmental: \$23,600: Increase. Mr. Hollowell stated the Amendment appropriates funds for mandatory ground water monitoring in the flood buyout areas. At the time of the buyout, undocumented underground petroleum storage tanks were discovered. Mandatory periodic monitoring is required. Funds being appropriated are unspent CHAF developer funds received by the County for administration of the Hurricane Floyd Developer agreements. Upon a motion by Mr. Stroud and a second by Ms. Brown, Item No. 13 was unanimously approved.

Item No. 14 was a Budget Ordinance Amendment: General/CAP Improvements: Finance: \$114,637. Mr. Hollowell stated the Amendment appropriates \$114,637 from the designated Fund Balance of the General Fund and transfers these funds to the Capital Improvement Fund for the purchase of land (Hatchery site) as per approved Economic Development Agreements with Sanderson Farms. Upon a motion by Mr. Davis and a second by Ms. Brown, Item No. 14 was unanimously approved.

Item No. 15 was a Budget Ordinance Amendment: General Fund: DSS: \$120,980: Increase. Mr. Jack Jones, Director of Social Services, and Ms. Pat Hemby, Food and Nutrition Director addressed the Board. Ms. Hemby stated 4,500 citizens in Lenoir County are receiving food stamp assistance, this amount totals \$8 million per year which, is spent on food stamps within Lenoir County. The administrative costs for the Food and Nutrition Program total \$1,100,979 and the local share or County costs are \$561,656 including the costs for the Electronic Transfer Cards (EBT). The total amount of Food and Nutrition Services Funds budgeted for FY 08-09 is \$10,872,911. Upon a motion by Mr. Humphrey and a second by Ms. Brown, Item No. 15 was unanimously approved.

Item No. 16 was a Resolution Approving Mileage Reimbursement for County Employees from \$.585 to \$.55 Per Mile Effective January 1, 2009. Mr. Jarman stated the IRS Reimbursement rate as decreased, the County stays in line with reimbursement rates of the IRS. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 16 was unanimously approved.

Item No. 17 was a Resolution Approving Secondary Road Right-of-Way Agreement: NCSR 1547 (Parrott-Dickerson Road). Mr. Mark Pope, Economic Development Director addressed the Board. Mr. Pope stated In conjunction with the Sanderson Farms' announcement in 2008, Lenoir County purchased and swapped land with the State of North Carolina along Parrott Dickerson Road. Sanderson Farms will be locating their new feed mill site adjacent to Parrott Dickerson Road, which will increase even more the traffic in the 70 West Industrial Park. To provide another entrance and exit to the Industrial Park, NCDOT will widen and pave Parrott-Dickerson Road. The County needs to grant land to the State in order to allow for the widening and paving of Parrott-Dickerson Road.

The County has been awarded grant funds in the amount of \$780,000 from the State to widen and pave Parrott Dickerson Road. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 17 was unanimously approved.

Item No. 18 was a Resolution Authorizing – Purchase Order for the Board of Elections: Printelect - \$3,970.07. Upon a motion by Ms. Sutton and a second by Mr. Stroud, Item No. 18 was unanimously approved.

Item No. 19 was a Resolution Authorizing Lenoir County Health Department to Execute a Purchase Order Contract to VWR Sales NTE: \$3,500. Mr. Joey Huff, Health Director, addressed the Board. Mr. Huff stated the department wishes to execute a purchase order to VWR Sales to purchase a refrigeration unit for vaccine storage to ensure adequate and properly functioning equipment to safeguard vaccines. The goal of the state immunization program is to eliminate vaccine-preventable diseases in North Carolina. Immunization Branch programs and services help to reduce the spread of vaccine preventable childhood diseases by assuring that individuals are age appropriately immunized, and by managing outbreaks of vaccine-preventable diseases. To assist local health departments improve vaccine storage and handling capabilities funding is being provided to assist in purchasing vaccine storage equipment. This action is necessary to provide sufficient accounting of expenditures and to comply with applicable laws. Upon a motion by Mr. Stroud and a second by Ms. Sutton, Item No. 19 was unanimously approved.

Item No. 20 was a Resolution Authorizing Lenoir County Health Department to Execute a Purchase Order Contract to Positive Promotions NTE: \$6,250. Mr. Huff stated the department wishes to execute a purchase order to Positive Promotions to cover purchase of promotional products to assist in outreach activities to promote Family Planning services. Additional state funding has been provided to local health departments that have experienced significant declines in Family Planning Program patient participation. The funding is targeted to support outreach activities designed specifically to increase patient numbers and reverse the downward projections of new patients to be served based on planned activities. Upon a motion by Ms. Sutton and a second by Mr. Stroud, Item No. 20 was unanimously approved.

Item No. 21 was a Resolution Authorizing Purchase of New Truck for the Landfill: \$14,560.67. Mr. Hollowell stated the landfill director is on call 24 hours per day. He responds to alarm calls on nights and weekends, investigates complaints throughout the county, and is constantly hauling small equipment and parts to various locations for maintenance and repair. Currently the director is assigned a used sheriff's patrol vehicle. This vehicle is not large enough to haul the parts for the heavy equipment which may need to be transported off-site for emergency repairs. County Administration located a new full size 2008 Chevrolet pickup at Sale Auto Mall in Kinston that will meet the needs of the landfill director. The price of this vehicle is less than the current State Contract price available to the County for this weight-class of truck. The landfill director needs a dependable vehicle to respond to after-hour calls, investigate complaints throughout the county, and haul equipment and parts that are in need of emergency repair. This full size pickup truck will meet those needs. The purchase of a new full size pickup truck was included in the original landfill budget for FY 08-09. Upon a motion by Mr. Stroud and a second by Ms. Brown, Item No. 21 was unanimously approved.

Item No. 22 was a Resolution Authorizing the Purchase of Year 2009 Vehicle Valuation Service: \$4,171.80. Mr. Darrell Parrish, Tax Administrator addressed the Board. Mr. Parrish stated the department wishes to approve the expenditure of \$4,171.80 to cover the cost of the vehicle valuation services provided by TEC Data Systems. The pricing updates are needed to allow for an additional year of vehicles and the correction of values for motor vehicles, which are 1 year older as of January 1, 2009. Upon a motion by Mr. Humphrey and a second by Mr. Stroud, Item No. 22 was unanimously approved.

Item No. 23 was a Resolution Authorizing Printing and Mailing of 2009 Revaluation Tax Notices: South Data: NTE: \$15,000. Mr. Parrish stated for the 2001 revaluation, the Tax Department designed the revaluation notices and paid a vendor \$2,883 to print them. The Tax Department then had to print the revaluation information on the notices and prepare them for mailing. The printing and preparing the approximately 32,000 plus notices for mailing is very labor intensive, and we are using older printers that have needed more than the usual maintenance in the past few months. In recent years, there have been more businesses emerge that design, print and mail bills for government entities. The information is sent to the business in an electronic format and they print, sort, and mail all bills/notices within 2-3 days. Due to the volume of mail that these businesses generate, they have a bulk mail rate that is significantly lower than the County's rate (\$.324 v/s \$.394). They also have the capability to combine multiple bills going to the same address into one envelope for additional postage savings. SouthData, Inc. has submitted a price quote to provide a customized two (2) color, front and back, revaluation notice with a perforated appeal remittance stub for \$0.125 each, including the envelope. They have also quoted a price of \$0.02 each for a one-page information sheet that will explain the revaluation process and appeal procedure. SouthData's service includes a "Delivery Point Verification" that verifies the validity of the address before the notice is mailed. This allows them to return the undeliverable notices for the Tax Department to research before paying for postage. The total estimate for SouthData's service is \$13,500, which includes the cost of postage (\$8,310). For the Tax Department to complete the task, it is estimated to cost \$13,550. This estimate also includes postage (\$9,850), but does not include printer supplies and maintenance. By contracting this service out, it frees up many hours for the Tax Department employees to do other work and provide service to the public. Upon a motion by Ms. Sutton and a second by Mr. Humphrey, Item No. 23 was unanimously approved.

Item No. 24 was a Resolution Approving the Purchase of a Lift Equipped Van, 20ft. Light Transit Vehicle with Lift, Replace two (2) Computers, and two (2) Printers with FY 2008-09 Capital Funding from North Carolina Department of Transportation: \$136,325. Ms. Sue Powell, Transit Coordinator, addressed the Board. Ms. Powell stated On January 22, 2008, the Lenoir County Board of Commissioners approved the FY 2008-2009 Community Transportation Grant both Administrative and Capital for Lenoir County Transit. The administrative funding was in the amount of \$143,652 and the capital funding was in the amount of \$136,325. The Capital funding is to replace two (2) Computers, two (2) Printers, and two (2) lift vans that had over 100,000 miles which meets the replacement requirements of NCDOT with one (1) 20 ft. Light Transit Vehicle that does not require Commercial Driver's Licenses with ten (10) seats and two (2) wheelchairs spaces, and one (1) Lift Equipped Van w/ eight (8) seats and two (2) wheelchairs spaces.

The N.C. Department of Transportation initiated the Community Transportation Program (CTP) to enhance the provision of rural human service and general public transportation in counties and to meet the community transportation needs. The CTP grant application includes approximately \$143,652 for administrative funding and \$136,325 for capital funding. The Transportation Department is currently approved for grant funding of one full-time Coordinator's position @ 100%, one full-time Administrative Assistant's position @ 100%, and one part-time Secretary. The administrative portion of the grant application for FY 2008-2009 includes salaries, fringes and other operating expenditures for both positions at the approved DOT/PTD's participation percentages. DOT/PTD will participate in the administrative funding at an 85 percent level for both positions resulting in a 15 percent local match requirement; Capital is 90 percent DOT/PTD and a 10 percent local match. The Capital funding is to replace two (2) Computers, two (2) Printers, and Lenoir County Transit will be receiving two (2) replacement vehicles one (1) 20 ft. Light Transit Vehicle that does not require Commercial Driver's Licenses with ten (10) seats and two (2) wheelchairs spaces and one (1) Lift Equipped Van w/ eight (8) seats and two (2) wheelchairs spaces. The Transportation Department will endeavor to secure the necessary local funding requirements through transit revenues before requesting county funding. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 24 was unanimously approved.

Item No. 25 was a Resolution Approving the 2008 – 2 Year Lenoir County Transportation Coordinated Plan for Lenoir County to apply for Job Access and Reverse Commute (JARC) and New Freedom Grant Funds through North Carolina Department of Transportation. Ms. Powell stated On November 13, 2008, Lenoir County conducted a Transportation Summit with local stakeholders such as Department of Transportation, Department of Social Services, Council on Aging, Employment Security Commission, Lenoir/Greene Partnership for Children, Emergency Management Services, and many others. Our goal was to identify the unmet needs in transportation for the Citizens of Lenoir County. Once the unmet needs were identified, a two (2) Year Transportation Coordinated Plan has to be written to apply for the Job Access and Reverse Commute (JARC) and New Freedom Grant Funds through North Carolina Department of Transportation. The North Carolina Department of Transportation (NCDOT) has required all Transportation Systems in North Carolina to conduct a Transportation Summit to identify any unmet needs in Transportation from each county's stakeholders in order to apply for additional funding. With these meetings, this allows each county to write a two (2) Year Coordinated Plan to meet the requirements of applying for the Job Access and Reverse Commute (JARC) and New Freedom Funding from NCDOT. On November 13, 2008, Lenoir County conducted a Transportation Summit that would enable Lenoir County to write a two (2) Year Coordinated Plan so that our county could apply for these funds. With identifying the unmet needs, Lenoir County Transit will increase service in various areas and times and meet these requirements to receive these additional funds. Upon a motion by Mr. Humphrey and a second by Ms. Brown, Item No. 25 was unanimously approved.

**ADDENDUM**

Mr. Jarman presented the Board with a Regulator Station Easement Agreement. Mr. Jarman stated the gas sub-station located on Enterprise Blvd. behind West Pharmaceuticals would have to be moved. It can be located on County property also on Enterprise Blvd. When the sub-station is moved it will also be upgraded. It will be an advantage to the County to have the upgraded gas service for the industrial park. The cost of the easement is \$5,000. Upon a motion by Mr. Davis and a second by Ms. Sutton, and unanimous approval the Easement was unanimously approved.

**APPOINTMENTS**

Item No. 27 was a Resolution Appointing Citizens to Boards, Commissions, Etc. The following reflects existing vacancies and appointments.

<b><u>BOARD/COMMITTEE/COMMISSION</u></b>	<b><u>APPLICANT/ CURRENT MEMBER</u></b>	<b><u>TERM EXPIRATION</u></b>
Lenoir County Economic Development Board <b>2<sup>nd</sup> Appearance</b>	Jim McLain <b>(Appointment)</b>	December 2011 <b>M: Brown S: Sutton</b>
Lenoir County Juvenile Crime Prevention Council <b>1<sup>st</sup> Appearance</b>	Kayla Waller Tara Taylor <b>(Appointment)</b>	December 2010 <b>Tabled</b>

**CURRENT VACANCIES:**

- Lenoir County Economic Development Board – At-Large Member**
- Lenoir County Health Board – (1) Veterinarian, (1) Optometrist, (2) Public Members**
- Lenoir County Planning Board – Districts One (1) and Four (4)**
- Grifton Planning Board – One (1) Vacancy**
- CJPP – Three (3) Vacancies**
- Kinston Board of Adjustment – Two (2) ETJ Members; (1) Primary – (1) Alternate**

Mr. Graham reviewed Board and Committee appointments with Board members. An updated listing will be sent to each Board member.

**ADJOURNMENT**

Respectfully submitted,

Reviewed By

Lashanda Aytch  
Clerk to the Board

Michael W. Jarman  
County Manager