

**LENOIR COUNTY BOARD OF COMMISSIONERS REGULAR MEETING: AGENDA
 MONDAY, JUNE 2, 2014 – TIME: 9:00 A.M.
 COMMISSIONERS' MEETING ROOM, LENOIR COUNTY COURTHOUSE
 130 S. QUEEN ST., KINSTON, N.C.**

CALL TO ORDER, INVOCATION, PLEDGE OF ALLEGIANCE: 5 Min. Est.

PUBLIC INFORMATION: Gordon Vermillion: Transportation Update

CONSENT AGENDA: 5 Min.

ACTION

- | | |
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| 1. Approval of Minutes: Regular Board Meeting: May 19, 2014 | King/Jarman |
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END OF CONSENT AGENDA

- | | |
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| 2. Resolution Honoring Coley Little, Jr. | Brown |
| 3. Resolution Honoring Sharon Bryant-Willoughby | Brown |
| 4. PUBLIC HEARING/LENOIR COUNTY BUDGET ORDINANCE INTRODUCTION
Public Hearing: Fiscal Year 2014-15 Lenoir County Submitted Budget | Jarman/Board |

PROCLAMATIONS/BUDGET ORDINANCE/AMENDMENTS/RESOLUTIONS/: 45 Min.

- | | |
|---|---------|
| 5. Resolution Authorizing Award of Contract for Additional Demolition Services: 2012 CDBG Scattered Site Project: Bobby Cahoon Construction, Inc.: \$2,800. | Martin |
| 6. Resolution to Approve the Purchase of a Genie AWP-20S Aerial Work Platform: Gordy's Equipment: \$7,304. | Wiggins |
| 7. Authorization of Purchase Order for Department of Social Services in the amount of \$16,000. | Moore |
| 8. Resolution Approving the Purchase of 4 vehicles (\$100,000) and 12 Tablets (\$12,000) from the Work First (TANF) Block Grant: \$112,000. | Moore |
| 9. Resolution Approving New Road Name in the Deep Run Area | Jarman |
| 10. Resolution Authorizing Payroll for (8) Board of Election Precinct Workers | King |

APPOINTMENTS: 5 Min

- | | |
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| 11. Resolution Approving Citizens to Boards, Commissions, Etc. 5 Min. | Jarman |
|--|--------|

Jarman

OTHER ITEMS: 10 Min

12. **Items from County Manager / County Attorney / Commissioners Public Comments/ Closed Session (if necessary)**

ADJOURN

Item No. 1

MINUTES

LENOIR COUNTY BOARD OF COMMISSIONERS

May 19, 2014

The Lenoir County Board of Commissioners met in open session at 4:00 p.m. on Monday, May 19, 2014, in the Board of Commissioners' Main Meeting Room in the Lenoir County Courthouse at 130 S. Queen St., Kinston, NC.

Members present: Chairman Craig Hill, Vice-Chairman Jackie Brown and Commissioners, Roland Best, Mac Daughety, Reuben Davis, Eric Rouse, and Linda Sutton.

Members Absent: None

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

Chairman Hill called the meeting to order at approximately 4:00 p.m. Ms. Brown offered the Invocation and Mr. Davis led the audience in the Pledge of Allegiance.

PUBLIC INFORMATION:

Ms. Lucy Marston, with Lenoir County Tourism, introduced herself to the Board and to the public. Ms. Marston presented the Governor's Volunteer Service Award to Mr. Reginald Stroud. Ms. Marston stated that 2014 marked the 34th year Lenoir County has participated in the Governor's Volunteer Award Program. Ms. Marston stated Mr. Stroud is well qualified to receive the award by giving of himself, his time, and his finances to the community and Lenoir County. Ms. Marston stated this award was being presented to Mr. Stroud for 40 plus years of outstanding service to Harmony Hall. Ms. Marston stated Mr. Stroud's efforts have allowed Harmony Hall to remain open. Ms. Marston stated Mr. Stroud has served the organization since its inception and he is admired and respected by everyone at Harmony Hall. Ms. Marston stated Mr. Stroud is very dedicated and should be commended for his vast knowledge regarding the preservation of Harmony Hall. Ms. Marston informed the Board that Governor Pat McCrory stated North Carolina tourism generates over a billion dollars annually and North Carolina is the 6th most visited State in the United States. Ms. Marston thanked the Board for allowing her to present the award to Mr. Stroud and set up a reception for the Board and guests outside the Commissioners' Room. Mr. Stroud stated in 1971, the Historical Foundation was formed and it took approximately nine years to renovate Harmony Hall. Mr. Stroud stated with the help of previous County Commissioners, the renovations were made possible. Mr. Stroud stated Harmony Hall is an ongoing project and donations of any size are always much appreciated. Mr. Stroud thanked the Board and guests for the opportunity to serve Lenoir County.

Mr. Darrold Kenny Barrow addressed the Board to express his concern regarding Sheriff Hill's press release two weeks ago. Mr. Barrow stated he was before the Board today with a heavy heart. Mr. Barrow stated he started his career in law enforcement in 1988 and ended his career in 2001 with the Lenoir County Sheriff's Department. Mr. Barrow stated the comments Sheriff Chris Hill made broke the hearts of many Lenoir County citizens. Mr. Barrow stated, as an appointed official serving Lenoir County the statements Sheriff Hill made insulted over 70% of the people. Mr. Barrow stated for the appointed Sheriff of Lenoir County to state he lost the election because he, Chris Hill, was white and Mr. Ronnie Ingram won because he was black, was unfair and unjust. Mr. Barrow stated this comment was an insult to all races of people who took the time to vote. Mr. Barrow requested the Board to immediately remove Sheriff Chris Hill from office. Mr. Barrow stated since Sheriff Hill was appointed and not elected, he did not deserve to be in office. Mr. Barrow stated that the comments should not have been made by a Sheriff in his position. Mr. Barrow requested that the Board remove Chris Hill and let Ronnie Ingram finish out the term as Sheriff. Chairman Hill thanked Mr. Barrow for sharing his concerns with the Board and stated the Board would review the situation.

CONSENT AGENDA:

Approval of Minutes: Board Meeting: April 22, 2014, Budget Work Session: April 22, 2014 & Budget Work Session: May 5, 2014. Upon a motion by Ms. Brown and a second by Ms. Sutton, the minutes were unanimously approved.

Item No. 2 was a Budget Ordinance Amendment: General Fund: Non-Departmental: Increase of \$2,103. Ms. Martin stated the Amendment was to appropriate additional property tax revenue, received by the County as a result of a business personal property tax audit. Ms. Martin stated the audit was being conducted by County Tax Services. Ms. Martin stated the County contracted with them to conduct the audit in May 2010. Ms. Martin stated the County pays a commission to County Tax Services, only after the taxpayer pays the discovery tax bill. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 2 was unanimously approved.

Upon a motion by Ms. Brown and a second by Ms. Sutton, the consent agenda was unanimously approved.

BUDGET ORDINANCE AMENDMENTS/RESOLUTIONS

Item No. 3 was a Budget Ordinance Amendment: General Fund: Process Funds: Increase of \$9,397. Mr. Milas Kelly stated the appropriation was for additional funding received from the Division of Juvenile Justice for the Teen Court Program. Upon a motion made by Ms. Brown and second by Ms. Sutton, Item No. 3 was unanimously approved.

Item No. 4 was a Budget Ordinance Amendment: General Fund: Process Funds: Increase of \$43,963. Mr. Milas Kelly stated the amendment was to appropriate additional funds received from the Division of Juvenile Justice Department for the Structured Day Program. Mr. Kelly stated he received notification from the NC Department of Public Safety, Division of Juvenile Justice on May 5, 2014, regarding the additional funding. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 4 was unanimously approved.

Item No. 5 was a Resolution requesting Approval of a Purchase Order to Blizzard Building Supply Company for \$9,765. Mr. Bill Ellis, Parks & Recreation Director, stated, Tands, Inc. donated \$35,000 for the construction of the Bojangles Picnic Pavilion at the Lions Water Adventure Water Park. Mr. Ellis stated the Parks & Recreation Department agreed to build the pavilion and needs roof trusses, shingles, and decking boards to complete the construction. Mr. Ellis stated the Water Park opens Memorial Day weekend and this feature will allow additional shaded seating for 125 people. Mr. Ellis stated this is the only two story picnic pavilion in North Carolina and will be a great asset to the Water Park. Mr. Ellis commended Mr. Cam McCrae for his great contribution to the Park. Mr. Ellis thanked Mr. Reuben Davis for the donation of a van, which will be used to transport individuals from the parking lot to the Water Park. Mr. Ellis stated the van was hand painted by students at North Lenoir High School. Mr. Ellis stated the picnic pavilion will help to attract additional visitors to our community and will allow them to hold corporate parties at the Water Park. Mr. Ellis stated this year the Woodmen center will have more staff, better parking, and better music. Upon a motion made by Ms. Sutton and a second by Ms. Brown, Item No. 5 was unanimously approved.

Item No. 6 was a Resolution for the Approval of a Purchase Order to Waters Industrial in the amount of \$11,550. Mr. Bill Ellis, Parks & Recreation Director, stated the construction of the picnic pavilion requires the use of a crane and the welding of steel. Mr. Ellis stated Waters Industrial will provide the crane to set the steel and will weld the components. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 6 was unanimously approved.

Item No. 7 was a Resolution Approving Citizens to Boards, Commissions, Etc. Ms. Jackie Brown re-appointment to the Lenoir County DSS Board and Ms. Debbie Wise, appointment to the Lenoir County Planning Board. No action was taken since this is the first appearance for both Ms. Brown and Ms. Wise.

<u>BOARD/COMMITTEE/COMMISSION</u>	<u>APPLICANT/ CURRENT MEMBER</u>	<u>TERM EXPIRATION</u>
Lenoir County DSS	Ms. Jackie Brown(Re-Appointment) 1st Appearance	
Lenoir County Planning	Debbie Wise 1st Appearance	

Item No. 8 was Items from the County Manager. Mr. Jarman stated the copies of the Financial Performance Summary, the Lenoir County Permit/Inspection Report, and the Monthly Performance Status Report for the ongoing CDBG Project were self explanatory, and unless anyone had questions, he had nothing further to present.

Ms. Brown stated she would like to make a motion that the Board present a Resolution honoring Mr. Coley Little, former ABC Board member. Ms. Brown stated, once the Resolution is ready, she will make contact with Mr. Little's wife and family. Ms. Brown stated this would enable them to attend the Commissioners meeting for the presentation. Mr. Jarman stated a name has been submitted for the vacant position with the ABC Board and it will appear on the June 2nd Agenda. Ms. Sutton stated the ABC Board has closed on their building. Mr. Jarman stated those who plan on attending Assembly Day in Raleigh should notify Ms. King by tomorrow so she could get them registered. Mr. Jarman stated the NCACC has waved the registration fee for all County Commissioners. Mr. Rouse stated he would try to attend, Ms. Brown, Mr. Hill, and Mr. Best stated they would be attending.

Mr. Hill stated he has been given a County email account for the purpose of conducting all County business. Mr. Hill stated any matters pertaining to the Commissioners' business should be sent to him at wchill@co.lenoir.nc.us. Mr. Hill stated the Eastern Region, will cease to exist after June 30, 2014. Mr. Hill stated the County has drawn down a portion of our money with a good amount remaining. Mr. Hill stated if the County decision is to stay a part of the Alliance, they will utilize the money for the dues. Mr. Hill stated the dues will exist for another five years, and at that time the County will have to begin paying the dues. Mr. Hill stated the Board will have to decide between our meetings in June, if we will remain with Eastern Alliance, or if we will pull out. Mr. Hill stated the Board has been working with their Attorney and our Attorney to make the transition smooth. Mr. Hill stated the County is trying to be a good steward. Mr. Hill stated he would appreciate the Board making this a collective decision.

Mr. Hill stated he received a resignation email from Mac Daughety, from the US 70 Corridor Commission and the Rural Planning Organization. Mr. Hill stated at this time he would like to appoint, Eric Rouse to the Rural Planning Organization Board and Linda Sutton to the US 70 Corridor Commission. Mr. Hill stated the term expiration date for the R.P.O. Board seat is in December, and Mr. Rouse would have to be re-appointed at that time for another two year term.

Upon a motion by Ms. Brown and a second by Mr. Best it was unanimously approved by the Board to appoint Mr. Rouse to the Rural Planning Organization Board and Ms. Sutton to the US 70 Corridor Commission.

Mr. Jarman asked if there were any budget questions or concerns at this time, because he wanted to have a public hearing on June 2, 2014. Mr. Rouse asked since we are not moving forward with the Soccer Complex, what are the plans with the money? Mr. Jarman stated the money would return to the Fund Balance of Fund 40.

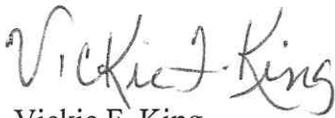
Upon a motion by Mr. Rouse and a second by Mr. Daughety the Soccer Complex money will remain in the fund 40 (capital improvements) Fund Balance. Called to Question - Mr. Daughety,

Yes - Mr. Best, Yes - Mr. Hill, Yes - Ms. Brown, Yes -Mr. Rouse, Yes, Mr. Davis, No and Ms. Sutton, No.

Mr. Hill stated he commended the staff for their hard work on the budget, and showing that the County is in good financial standing. Mr. Hill thanked the administrative staff for allowing the Board to have the budget in hand to review and mark for questions. Mr. Hill stated this will allow the Board to do their due diligence.

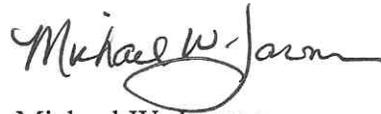
Mr. Hill asked if anyone had any other business. The meeting was adjourned at 4:35 p.m.

Respectfully submitted,



Vickie F. King
Clerk to the Board

Reviewed By



Michael W. Jarman
County Manager

**RESOLUTION HONORING
Coley Little, Jr.**

Item No. 2

WHEREAS; The Lenoir County Board of Commissioners wishes to honor the life and service of Coley Little, Jr. who passed away on Friday, April 18, 2014; and

WHEREAS; Coley Little, Jr. was one of six children born to the late Coley Little and Ella Elliot Little on September 25, 1932; and

WHEREAS; Coley Little, Jr. graduated from Asheboro High School and received a BS Degree in Elementary Education from Fayetteville State University; and

WHEREAS; Coley Little, Jr. married Betty Boyce Little and to that union one daughter was born, Lori Janine Little; and

WHEREAS; Coley Little, Jr. has the distinction of having a street at the Neuseway Nature Park named in his honor on May 11, 2011, Coach Little Lane; and

WHEREAS; Coley Little, Jr. for nearly four decades taught or coached at several schools in Lenoir County, including Adkin High School, Kinston High School, Harvey Jr. High School and Rochelle Middle School; and

WHEREAS; Coley Little, Jr. started the uber-successful Rochelle Middle School basketball program and his teams promptly compiled a 55-1 record in the first four years of existence; and

WHEREAS; Coley Little, Jr. helped shape young minds as a coach, teacher and mentor in the classroom and helped many young men and women become outstanding athletes in basketball, football, baseball and track; and

WHEREAS; Coley Little, Jr. was inducted into the Kinston/Lenoir County Sports Hall of Fame in October 2012; and

WHEREAS; Coley Little, Jr. has a Youth Leadership Academy named in his honor; and

WHEREAS; Coley Little, Jr. dedicated his life to Christ, family, education, coaching, professional, and civic duties in Lenoir County;

NOW THEREFORE BE IT RESOLVED, this the 2nd day of June, in the year of our Lord, two thousand fourteen, that the Lenoir County Board of Commissioners recognizes Coley Little, Jr. for the dedicated service he so freely gave to the Citizens of Lenoir County.

BOARD OF COMMISSIONERS OF LENOIR COUNTY

Craig Hill, Chairman

Date

Clerk to the Board

Item No. 3

A RESOLUTION HONORING SHARON BRYANT-WILLOUGHBY

WHEREAS, the Lenoir County Board of County Commissioners wishes to proudly acknowledge and to publicly recognize employees retiring from the Lenoir County Department of Social Services; and,

WHEREAS, Ms. Sharon Bryant-Willoughby was employed by the County Director of Social Services as an Income Maintenance Caseworker II on June 19, 1989; and,

WHEREAS, Ms. Sharon Bryant-Willoughby was promoted to a Social Worker I in Day Care on February 1, 1990; and,

WHEREAS, Ms. Sharon Bryant-Willoughby's position was reclassified to a Social Worker II on February 1, 1992; and,

WHEREAS, Ms. Sharon Bryant-Willoughby became a Social Worker II in Work First Employment on September 1, 1999; and,

WHEREAS, Ms. Sharon Bryant-Willoughby was reassigned to a Social Worker II in Day Care on July 1, 2007; and,

WHEREAS, Ms. Sharon Bryant-Willoughby was reassigned to a Social Worker II in Foster Care Licensing on July 1, 2008; and,

WHEREAS, Ms. Sharon Bryant-Willoughby has dedicated her professional career at Lenoir County Department of Social Services to public service and to the citizens of Lenoir County; and,

WHEREAS, Ms. Sharon Bryant-Willoughby submitted her notice of retirement from the Lenoir County Department of Social Services effective July 1, 2014; and,

WHEREAS, Ms. Sharon Bryant-Willoughby will retire with twenty-five years of service from the Lenoir County Department of Social Services.

THEREFORE BE IT RESOLVED, this the 2nd Day of June in the Year 2014 of our Lord, that the Lenoir County Board of County Commissioners proudly recognizes Ms. Sharon Bryant-Willoughby for her efforts, commitment and compassion that she has so freely given to the citizens of Lenoir County and further resolved that a copy of this Resolution be transmitted to Ms. Sharon Bryant-Willoughby by the Clerk to the Board of County Commissioners of Lenoir County.

BOARD OF COMMISSIONERS OF LENOIR COUNTY

BY: _____
Mr. Craig Hill, Chairman

ATTEST: _____
Clerk to the Board of Lenoir County Commissioners

DATE: _____ **June 2, 2014**

NOTICE OF PUBLIC HEARING
Lenoir County Fiscal Year 2014-15
Submitted Budget

The Lenoir County Board of Commissioners will conduct a Public Hearing On **Monday, June 2, 2014**, during the regular meeting of the Commissioners which begins at 9:00 a.m. in the Board's Main Meeting Room of the Lenoir County Courthouse, 130 South Queen Street, Kinston, North Carolina, in accordance with N.C.G.S. 159-12(b) for the purpose of taking comments from the public with regards to the Fiscal Year 2014-15 Budget, as proposed and submitted by the County's Budget Officer on **May 15, 2014**. At the time of the Public Hearing, the Board may adopt the FY14-15 Budget and Budget Ordinance or it may adopt these measures at a later date, but no later than June 30, 2014. The recommended date for adoption of these measures is **Monday, June 16, 2014**.

The Fiscal Year 2014-15 Budget, as submitted, for Lenoir County Government, proposes General Fund Appropriations of \$65,454,850 and revenues of \$65,454,850 with a tax rate of **\$.835 per \$100** valuation of property listed in Lenoir County for taxation as of January 1, 2014.

Copies of the budget and budget summaries will be available in the County Finance Office, located, at 130 S. Queen St., Kinston, NC on Thursday, May 15, 2014. Also the budget may be accessed on the county's web page – www.co.lenoir.nc.us

Submitted by
Michael W. Jarman
Budget Officer

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** June 2, 2014 **ITEM:** 5

RESOLUTION: Authorizing Award of Contract for Additional Demolition Services: 2012 CDBG Scattered Site Project: Bobby Cahoon Construction, Inc.: \$2,800.

SUBJECT AREA: COMMUNITY DEVELOPMENT

ACTION REQUESTED: To award a contract to Bobby Cahoon Construction, Inc. in the amount of \$2,800 for additional demolition services for the 2012 Community Development Block Grant Scattered Site Project.

HISTORY/BACKGROUND: Lenoir County was awarded \$225,000 for the CDBG 2012 Scattered Site Project on March 26, 2013. Bids were taken for the demolition of three structures on November 22, 2013, and the contracts for those demolition services were awarded on December 2, 2013. Bobby Cahoon Construction, Inc. was awarded the contract for 2554 Promised Land Road, LaGrange. The Lenoir County Health Department inspected the site and requires the installation of a new septic system. In order to install the new septic system, additional clearing of trees, underbrush and debris is necessary to accommodate the location of the new septic system. Also, in order to accommodate the new modular home, additional trees and debris are required to be removed. Since Bobby Cahoon Construction, Inc. was awarded the original contract, RSM Harris Associates negotiated a price of \$2,800. for the additional work.

EVALUATION: On December 2, 2013 a contract was awarded to Bobby Cahoon Construction, Inc. for demolition services at 2554 Promised Land Road, LaGrange. Due to the requirements of the Lenoir County Health Department of a new septic system and the additional clearing to accommodate the new modular unit, it is recommended Bobby Cahoon Construction, Inc. be awarded the contract for additional demolition services in the amount of \$2,800.

The recommendation for award is to the lowest qualified bidders.

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 6/02/14 **ITEM NO.:** 6

RESOLUTION: Approve the Purchase of a Genie AWP-20S Aerial Work Platform: Gordy's Equipment: \$7,304.00 (\$6,669.00 + \$635 Freight).

SUBJECT AREA: Purchases/Bids

ACTION REQUESTED: The Board is requested to approve the purchase of a Genie AWP-20S Aerial Work Platform from Gordy's Equipment at a total price of \$7,304.00 (includes freight).

HISTORY / BACKGROUND: The Lenoir County Maintenance Department supports 18 county – owned buildings. Responsibilities include light maintenance, preventative maintenance, cable routing, furniture moving, and custodial duties. The tall ceilings in Courtrooms, atriums, and the new jail, make it extremely difficult to change light bulbs, repair and replace damaged ceiling tiles and plaster, and the inspection and repair of water leaks in pipes located above the ceilings. The Maintenance Director has researched mobile aerial work platforms to gain quick and safe access to the ceiling areas in need of maintenance and repairs. The best solution is the purchase of a Genie AWP-20S Aerial Work Platform. The AWP-20S is a one-man, compact lift with a 26 ft. working height. The lift has a capacity of 350 lbs. It is mobile and conveniently folds-up to fit into a standard elevator. Gordy's Equipment of Pompano Beach, Florida, provided the County with the lowest cost to purchase the AWP-20S Aerial Work Platform.

EVALUATION: The Lenoir County Maintenance Department supports 18 county–owned buildings. The tall ceilings in Courtrooms, atriums, and the new jail, make it extremely difficult to change light bulbs, repair and replace damaged ceiling tiles and plaster, and the inspection and repair of water leaks in pipes located above the ceilings. The best solution is the purchase of a Genie AWP-20S Aerial Work Platform. Gordy's Equipment of Pompano Beach, Florida, provided the County with the lowest cost to purchase the AWP-20S Aerial Work Platform. Prices from other vendors for the Genie AWP-20S ranged from \$8,668.00 + freight to \$8,981.00 + freight.

Approval of this Resolution will allow for the encumbrance of funds and payment to the vendor upon delivery.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval


Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the purchase of a Genie AWP-20S Aerial Work Platform from Gordy's Equipment of Pompano Beach, Florida, at a total price of \$7,304.00 (including freight) is approved.

AMENDMENTS:

MOVED _____ **SECOND** _____

APPROVED _____ **DENIED** _____ **UNANIMOUS** _____

YEA VOTES: Hill _____ Brown _____ Best _____ Daughety _____
Davis _____ Rouse _____ Sutton _____

Craig Hill, Chairman

6/02/14
Date

Attest

Date

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** June 2, 2014 **ITEM NO.** 7

RESOLUTION: Approval of Purchase Order: COECO: \$16,000.

SUBJECT AREA: Purchases / Bids

ACTION REQUESTED: The Board is requested to approve a purchase order to COECO for Alchemy Indexing License Software in the amount of \$ 16,000.

HISTORY/BACKGROUND: The Lenoir County Department of Social Services began implementation of a paperless system in FY 2012/2013. This process has streamlined work flow, reduced worker time, and prevented the loss of records/information. To continue with the paperless system, the Department must renew its Alchemy Indexing License Software annually through COECO.

EVALUATION: The Lenoir County Department of Social Services began implementation of a paperless system in FY 2012/2013. To continue with the paperless system, the Department must renew its Alchemy Indexing License Software annually through COECO. This purchase order will include all indexing license stations as well as standard maintenance support. These funds will be reimbursed at approximately 50%.

Approval of this resolution will allow for the encumbrance of funds approved in the FY 13/14 budget and the payment of services as billed.

MANAGER'S RECOMMENDATION:

Respectfully recommend approval



INITIALS

RESOLUTION: NOW, THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that a purchase order to COECO for Alchemy Indexing License Software in the amount of \$16,000 is approved.

Funding Source: 10-5310-2650 Computer Software

AMENDMENTS:

MOVED _____ **SECONDED** _____

APPROVED _____ **DENIED** _____ **UNANIMOUS** _____

Yea Votes: Hill _____ Brown _____ Best _____ Daughety _____ Davis _____
Rouse _____ Sutton _____

Craig Hill, Chairman

Date

Attest

Date

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 6/2/14 **ITEM NO.** 8

RESOLUTION: Approving the Purchase of 4 vehicles (\$100,000) and 12 Tablets (\$12,000) from the Work First (TANF) Block Grant: \$112,000.

SUBJECT AREA: Purchases/Bids

ACTION REQUESTED: The Board is requested to approve the use of \$112,000 in unspent TANF Cash Assistance Funds from the TANF Block Grant for the purchase of four (4) Vehicles - 2014 Chevrolet Impalas and twelve (12) Tablets for Child Protective Services.

HISTORY/BACKGROUND: Lenoir County Department of Social Services will under-spend the Cash Allocation from the Work First (TANF) Block Grant by more than \$112,000 this year. These are 100% Federal dollars that if left unspent, will be reverted back to the State. DSS has requested and received approval from the North Carolina Department of Health and Human Services, Office of the Controller, to direct charge to our TANF program four (4) vehicles with an estimated cost of less than \$25,000 each and twelve (12) Tablets with an estimated cost of \$1,000 each. Child Protective Services Social Workers and Work First Social Workers will use these vehicles and tablets.

EVALUATION: Lenoir County Department of Social Services currently has nine (9) vehicles in their fleet. There are currently twenty (20) Child Protective Service Social Workers, seven (7) Foster Care Social Workers and two (2) Work First Social Workers who can be in the field at any time. The 9 vehicles we currently have are not sufficient for all Social Workers and require workers at times to transport children in their own personal vehicles. By direct charging the four (4) additional vehicles to the TANF program this will allow the agency to have additional vehicles to meet the needs of the social workers without incurring any cost to the county. The funds are 100% TANF and will be reimbursed by the state.

Approval of this resolution will allow for the encumbrance of funds and payment to the vendor.

MANAGER'S RECOMMENDATION:

Respectfully recommend approval

MWJ

INITIALS

RESOLUTION: NOW, THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the Lenoir County Social Services Director is authorized to purchase four (4) vehicles at an estimated cost of \$100,000 and twelve (12) tablet computers at an estimated cost of \$ \$12,000.

Account # 105310-5999 \$12,000
Account # 105310-5400 \$45,000

AMENDMENTS:

APPROVED _____ **DENIED** _____ **UNANIMOUS** _____

Yea Votes: Hill _____ Brown _____ Best _____ Daughety _____ Davis _____
Rouse _____ Sutton _____

Craig Hill, Chairman

Date

Attest

Date

INTRODUCED BY: Mike Jarman, County Manager DATE: June 02, 2014 ITEM: 9

RESOLUTION: Approving New Road Name in the Deep Run Area

SUBJECT AREA: LEGAL-COMMUNITY DEVELOPMENT

ACTION REQUESTED: The Board is requested to officially name a portion of road in the Deep Run area, which was created by the construction of the bypass project of Hwy 11 South. Attached to this resolution is a map of the area along with the Lenoir County Planning Board's recommendations, which reads as follows:

- **SOUTH LENOIR DRIVE**

HISTORY/BACKGROUND: The construction of the bypass section of the Hwy 11 South project in the Deep Run community created an approximate one eighth (1/8th) mile portion of Tulls Mill Rd (S.R. 1144) from Hwy 11 South (bypass) eastward to the intersection with Old Hwy 11 (S.R. 1208). On April 17th, 2014, the Planning Board held a public meeting to discuss a new name for that portion of road. The name, submitted by an adjacent property owner, honors the high school as the staple of the area as well as creates a community identity. The only name submitted and considered was SOUTH LENOIR DRIVE. The Planning Board unanimously approved the above referenced road name for recommendation to the Commissioners.

EVALUATION:

All property owners affected by the change were notified and asked to submit names for consideration. There were no dissenting comments or opposition to the submitted road name. Staff and the Planning Board have discussed this subject and agree that the Planning Board recommendation for the new road name conforms to the County's Road Naming Ordinance and is the consensus choice for the area. The new road name was checked and approved by Emergency Management for duplicity and sound alike.

MANAGER'S RECOMMENDATION:

Respectfully recommend approval.

MWJ
Initials

RESOLUTION: NOW THEREFORE, BE IT RESOLVED by the Lenoir County Board of Commissioners that the approximate one eighth (1/8th) mile portion of Tulls Mill Rd (S.R. 1144) from Hwy 11 South (bypass) eastward to the intersection with Old Hwy 11 (S.R. 1208), shall be named as follows:

- **SOUTH LENOIR DRIVE**

AMENDMENTS:

MOVED _____ **SECONDED** _____

APPROVED _____ **DENIED** _____ **UNANIMOUS** _____

YEA VOTES: HILL _____ **BROWN** _____ **BEST** _____ **DAUGHETY** _____
DAVIS _____ **ROUSE** _____ **SUTTON** _____

Craig Hill, Chairman

Date

Attest

Date



**LENOIR COUNTY
PLANNING BOARD**
LENOIR COUNTY ADMINISTRATION BUILDING
PO BOX 3289
101 NORTH QUEEN STREET
KINSTON, NC 28502
PHONE: 252-559-2260
FAX: 252-559-2261



MEMO

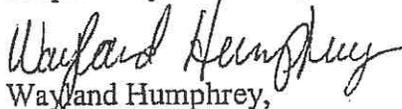
To: Lenoir County Board of Commissioners
From: Lenoir County Planning Board & Staff
Subject: New Secondary Road Name: **SOUTH LENOIR DRIVE**
Date: April 22, 2014

The Lenoir County Planning Board held a public hearing on Thursday, April 17th, 2014 at 6:00 p.m., to discuss the name approval and recommendation of **SOUTH LENOIR DRIVE**, to the Board of Commissioners for the approximate one eighth (1/8th) mile portion of Tulls Mill Rd (S.R. 1144) from Hwy 11 South (bypass) eastward to the intersection with Old Hwy 11 (S.R. 1208).

After public hearing and discussion the Planning Board voted unanimously to recommend to the County Commissioners the name of **SOUTH LENOIR DRIVE** for approval. (See map attachments by staff)

Information regarding this matter is available at the Planning and Inspections Department office, Lenoir County Administration Building, 101 North Queen Street, Kinston (252-559-2260, ext. 7253) during regular business hours.

Respectfully submitted,



Wayland Humphrey,
GIS/Planning Coordinator
Lenoir County Planning & Inspections Dept.



TULLS MILL RD

HWY 11 SOUTH

FAMILY DOLLAR

South Lenoir Dr

OLD HWY 11

200 100 0 200 400 600

Feet

AERIAL PHOTO DATE: 2012

INTRODUCED BY: Michael W. Jarman, County Manager **DATE** 06/02/2014 **ITEM NO.** 10

RESOLUTION: Authorizing Payroll for Eight (8) Precinct Workers for Hours Worked in the May 2014 Primary.

SUBJECT AREA: Financial

ACTION REQUESTED: The Board is requested to authorize the payroll for eight (8) precinct workers that worked in the May 2014 Primary Election.

HISTORY / BACKGROUND: The Board of Elections has eight (8) precinct workers that worked in the May 2014 Primary that need to be paid for hours worked. The Action Forms were completed on these precinct workers after Election Day and turned in to the HR Department for approval. These forms should have been completed before Election Day in order for the precinct workers to work Election Day.

EVALUATION: The Board of Elections has eight (8) precinct workers that worked in the May 2014 Primary that need to be paid for hours worked. These forms should have been completed before Election Day in order for the precinct workers to work Election Day.

Approval of this resolution will allow the HR Department and the County Manager to approve the Action Forms completed by the Board of Elections for eight (8) Precinct workers to receive pay for the hours worked in the May 2014 Primary.

MANAGER'S RECOMMENDATION: Allowing individuals to work for and thereby represent Lenoir County prior to all proper documentation and paperwork being completed is a violation of County Policy and may result in serious liability issues for the County. I do respectfully request approval of this resolution authorizing payment to these individuals; however, the Board should be made aware of the violation of County Policy.


Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the Lenoir County Board of Elections is authorized to execute the necessary Personnel Action Forms for the HR Department to allow payment to eight (8) precinct workers for hours worked in the May 2014 Primary.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Hill _____ Brown _____ Best _____ Daughety _____
Davis _____ Rouse _____ Sutton _____

Craig Hill, Chairman 06/02/2014
Date

ATTEST 06/02/2014
Date

INTRODUCED BY: Michael W. Jarman, County Manager DATE: 06/02/14 ITEM NO.: 11

RESOLUTION: Approving Citizens to Boards, Commissions, Etc.

SUBJECT AREA: Boards and Commissions

ACTION REQUESTED: Officially and publicly appoint various applicants to various vacancies on boards, commissions, task forces, etc.

HISTORY / BACKGROUND: The County Manager/County Clerk advertises vacancies on boards, commissions, committees, task forces, etc. The County Manager/County Clerk serves only clearinghouse functions with respect to the appointment process; no influence is exerted in this role. Commissioners are welcome to recruit applicants, or citizens may apply on their own free will.

EVALUATION:

The following Boards currently have existing vacancies/expiring terms.

<u>BOARD/COMMITTEE/COMMISSION</u>	<u>APPLICANT/ CURRENT MEMBER</u>	<u>TERM EXPIRATION</u>
Lenoir County DSS	Jackie Brown (Re-Appointment) 2 nd Appearance	2017
Lenoir County Planning	Debbie Wise 2 nd Appearance	2015
Lenoir County ABC	Edward Mills 1 st Appearance	2017
Kinston Lenoir County Tourism	Jackie Brown (Re-Appointment) 1 st Appearance	2016
Lenoir Community College	Grady Bethel (Re-Appointment) 1 st Appearance	2018

CURRENT VACANCIES:

Lenoir County Health Board – (1) Optometrist

Lenoir County Planning Board – Districts One (1), Four (1)

Lenoir County ABC Board – One Vacancy (must reside South of the Neuse River)

MANAGER'S RECOMMENDATION:


Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the following appointments are made:

<u>BOARD/COMMITTEE/COMMISSION</u>	<u>APPLICANT/ CURRENT MEMBER</u>	<u>TERM EXPIRATION</u>
Lenoir County DSS	Jackie Brown (Re-Appointment) 2 nd Appearance	2017
Lenoir County Planning	Debbie Wise 2 nd Appearance	2015

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Hill _____ Brown _____ Best _____ Davis _____
Daughety _____ Rouse _____ Sutton _____

Craig Hill, Chairman

06/02/14
Date

ATTEST 06/02/14
Date

APPLICATION FOR APPOINTMENT

to

LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

MAY -7 2014

The Lenoir County Board of Commissioners believes that all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member of one of the County's advisory boards. If you want to be considered for appointment to an advisory board, please complete the Application below and mail it to the Lenoir County Clerk to the Board, P.O. Box 3289, Kinston, NC 28502, or fax to (252) 559-6454.

Advisory Board/Committee/Commission interested in:

Lenoir County DSS Board

(I understand that this application will be kept on the active file for two years only, and I, hereby, authorize Lenoir County to verify all information included in this application.)

* * * * *

Name: Jackie Brown
Address: 602 Eagle Road
City/State/Zip: Kinston NC 28501
Telephone: (Home) 252-527-9348 (Work) 252-939-5572
Occupation: Commissioner
Business Address: P.O. Box 3289
Age: (Optional): N/A
Number hours available per month for this position: 45 needed
Training:
Business and Civic Experience/Skills:

Other County Boards/Committees/Commissions presently serving on: many

Expiration date of Term: 6-30-2014

Circle your voting precinct

- K-1 (Carver Courts Recreation Center)
K-2 (Old Plummer Daniel's Building)
K-3 (Fairfield Recreation Center)
K-4 (Northwest Elementary School)
K-5 (Spillman Baptist Church)
K-6 (Teachers Memorial School)
K-7 (Emma Webb Recreation Center)
K-8 (Holloway Recreation Center)
K-9 (Kinston Number 4 Fire Station)
Contentnea (Contentnea Ruitan Building)
Falling Creek (Banks Elementary School Gym)
Institute (Institute Methodist Church)
Moseley Hall (Frink Middle School Gym)
Neuse (Agricultural Center)
Pink Hill 1 (Bethel Baptist Church)
Pink Hill 2 (Pink Hill Rescue Station)
Sand Hill (Sand Hill VF Department)
Southwest (Southwest VF Department)
Trent 1 (Deep Run VF Department)
Trent 2 (Moss Hill Ruitan Building)
Vance (GTP Ed & Training CTR.)
Woodington (Woodington Middle School)

CERTIFICATION

I certify that I have read and understand the 75% attendance requirement established in the Lenoir County Board Appointment Policy. I further certify, that I am aware, if my attendance drops below the 75% attendance requirements that I will be automatically removed from said Board appointment.

Signature of Applicant

Date 5/6/2014

RECEIVED

2nd Appearance

APPLICATION FOR APPOINTMENT

to

LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

LENOIR COUNTY
MANAGEMENT SERVICES

Board of Commissioners believes that all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member of one of the County's advisory boards. If you want to be considered for appointment to an advisory board, please complete the Application below and mail it to the Lenoir County Clerk to the Board, P.O. Box 3289, Kinston, NC 28502, or fax to (252) 559-6454.

Advisory Board/Committee/Commission interested in:

Lenoir County Planning Board

(I understand that this application will be kept on the active file for two years only, and I, hereby, authorize Lenoir County to verify all information included in this application.)

Name: Debbie Wise

Address: 1227 Elijah Loftis Road

City/State/Zip: Kinston, NC 28504

Telephone: (Home) 252-560-0831 (Work) 252-527-5714

Occupation: Lead Assistant

Business Address: 712 E Gordon St, Kinston, NC 28501

Age: (Optional): 41

Number hours available per month for this position: 15

Training: Management and Supervisory Skills & experience

Business and Civic Experience/Skills: " " "

Other County Boards/Committees/Commissions presently serving on: N/A

Expiration date of Term: N/A

Circle your voting precinct

- | | |
|---|--|
| K-1 (Carver Courts Recreation Center) | Moseley Hall (LaGrange Volunteer Fire Station) |
| K-2 (Gordon Street Christian Church) | Neuse (Cooperative Extension Office) |
| K-3 (Fairfield Recreation Center) | Pink Hill 1 (Bethel Baptist Church) |
| K-4 (Northwest Elementary School) | Pink Hill 2 (Pink Hill Rescue Station) |
| K-5 (Spillman Baptist Church) | Sand Hill (Sand Hill VF Department) |
| K-6 (Teachers Memorial School) | Southwest (Southwood VF Department) |
| K-7 (Emma Webb Recreation Center) | K-8 (Holloway Recreation Center) |
| K-9 (First Pentecostal Holiness Church) | Trent 1 (Deep Run VF Department) |
| Contentnea (Hugo Volunteer Fire Station) | Trent 2 (Moss Hill Ruritan Building) |
| Falling Creek (Banks Elementary School Gym) | Vance (Grace Fellowship Church) |
| Institute (Institute Methodist Church) | <u>Woodington (Woodington Middle School)</u> |

CERTIFICATION

I certify that I have read and understand the 75% attendance requirement established in the Lenoir County Board Appointment Policy. I further certify, that I am aware, if my attendance drops below the 75% attendance requirements that I will be automatically removed from said Board appointment.

Debbie Wise
Signature of Applicant

5/8/14
Date

1st Appearance

APPLICATION FOR APPOINTMENT

to

LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS



The Lenoir County Board of Commissioners believes that all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member of one of the County's advisory boards. If you want to be considered for appointment to an advisory board, please complete the Application below and mail it to the Lenoir County Clerk to the Board, P.O. Box 3289, Kinston, NC 28502, or fax to (252) 559-6454.

Advisory Board/Committee/Commission interested in:

Lenoir County ABC Board

(I understand that this application will be kept on the active file for two years only, and I, hereby, authorize Lenoir County to verify all information included in this application.)

* * * * *

Name: Edward L. Mills
 Address: 916 Lynn Drive
 City/State/Zip: Kinston, NC 28504
 Telephone: (Home) 252-527-5367 (Work) _____
 Occupation: Retired
 Business Address: _____
 Age: (Optional): _____
 Number hours available per month for this position: AS many hours needed to be effective
 Training: Masters - Business Management
 Business and Civic Experience/Skills: Dept. of Social Services Board of Directors; Kinston/Lenoir County Recreation Commission; Council on Aging Board
 Other County Boards/Committees/Commissions presently serving on: _____
 Expiration date of Term: _____

Circle your voting precinct

- | | |
|---|--|
| K-1 (Carver Courts Recreation Center) | Institute (Institute Methodist Church) |
| K-2 (Old Plummer Daniel's Building) | Moseley Hall (Frink Middle School Gym) |
| K-3 (Fairfield Recreation Center) | Neuse (Agricultural Center) |
| K-4 (Northwest Elementary School) | Pink Hill 1 (Bethel Baptist Church) |
| K-5 (Spillman Baptist Church) | Pink Hill 2 (Pink Hill Rescue Station) |
| K-6 (Teachers Memorial School) | Sand Hill (Sand Hill VF Department) |
| K-7 (Emma Webb Recreation Center) | Southwest (Southwest VF Department) |
| K-8 (Holloway Recreation Center) | Trent 1 (Deep Run VF Department) |
| <u>K-9 (Kinston Number 4 Fire Station)</u> | Trent 2 (Moss Hill Ruitan Building) |
| Contentnea (Contentnea Ruitan Building) | Vance (GTP Ed & Training CTR.) |
| Falling Creek (Banks Elementary School Gym) | Woodington (Woodington Middle School) |

CERTIFICATION

I certify that I have read and understand the 75% attendance requirement established in the Lenoir County Board Appointment Policy. I further certify, that I am aware, if my attendance drops below the 75% attendance requirements that I will be automatically removed from said Board appointment.

Edward L. Mills
Signature of Applicant

2-14-2014
Date

1st Appearance



Kinston-Lenoir County Tourism Development Authority

301 N. Queen Street, Kinston, NC 28501

Embracing the past...Defining the present...Shaping the future

April 24, 2014

Mike W. Jarman
County Manager
County of Lenoir
PO Box 3289
130 South Queen Street
Kinston, NC 28502

Dear Mr. Jarman,

In 2010, Mrs. Jackie Brown was appointed by Lenoir County Board of Commissioners to fill a seat on the Kinston-Lenoir County Tourism Development Authority Board. In July 2013 her seat came back up for re-appointment.

The Tourism Development Authority Board Recommendation Committee respectfully suggests that the Board of Commissioners re-appoint Ms. Jackie Brown, to fill the county commissioner seat on the TDA board. Ms. Brown has been a valuable member of the Tourism Development Authority Board. Her commitment and understanding of tourism development serves Lenoir County well.

She will be re-appointed to a three year term position which will expire in June, 2016.

Sincerely,

A handwritten signature in cursive script that reads "Laura Lee".

Laura Lee Sylvester
Executive Director
Kinston-Lenoir County Tourism Development Authority



1st appearance

OFFICE OF THE PRESIDENT

RECEIVED

MAY 15 2014

**LENOIR COUNTY
MANAGER'S OFFICE**

May 7, 2014

Mr. Craig Hill, Chairman
Lenoir County Board of Commissioners
2804 Westbrook Drive
Kinston, NC 28504

Dear Mr. Hill:

Mr. Grady Bethel was appointed to our Board of Trustees by the Lenoir County Commissioners. His term is due to expire on June 30, 2014.

Mr. Bethel is a good trustee and faithful member of our Board. We would be pleased if he is reappointed for a four-year term.

Please contact me if you need additional information.

Sincerely,

Brantley Briley, Ed.D.
President

BB/lkw

cc: Mr. Grady Bethel, LCC Board Chair
Mr. Mike Jarman, Lenoir County Manager

TO: Chairman and Members of the Board
FROM: Mike Jarman, County Manager
DATE: June 02, 2014
SUBJECT: Items of Interest

1. Monthly Performance Status Report

Monthly Performance Status Report

Period Covered April 2014

(Due on 1st of each month)

Grantee Name: County of Lenoir Grant Number: 11-C-2375 Month: May Year: 2014
 Grant Project: 2011 CDBG NC Catalyst Project - Spring Drive Housing and Community Development
 Grant Period: October 12, 2012 - April 12, 2015 Release of Grant Funds: April 2, 2013

Activity	Performance Schedule (On/Off)	Current Performance Status (If Off Schedule)	Remedy to get back on Schedule (If Off Schedule)
Rehabilitation	On		
Rehab/Reconstruction: Replacement Housing	On		
Temporary Relocation	On		
Clearance	On		
Sidewalk Improvements	On		
Flood/Drainage Improvements	On		
Street Improvements	On		
Sewer Improvements	On		
Water Improvements	On		
Administration	On		

Prepared By: C. David Harris
 Endorsed By: Michael W. Jarman
 Signature: *Michael W. Jarman*
 Board of Commissioners Update: _____
 Person Providing Update: Michael W. Jarman

Title: CDBG Project Manager
 Title: County Manager *(City/County Manager or Clerk)*
 Date: May 19, 2014
 Title: County Manager

Performance Schedule
(Based on Performance Based Contract)
On/Off Schedule

- ❖ *On* Performance Schedule: Stop and submit report, no current performance status or remedy to get back on schedule is required
- ❖ *Off* Performance Schedule: Provide current performance status and remedy to get back on schedule and submit report

Monthly Performance Status Report

Period Covered April 2014

(Due on 15th of each month to DCA)

Grantee Name: County of Lenoir Grant Number: 12-C-2422 Month: May Year: 2014
 Grant Project: 2012 CDBG Scattered Site Housing Assistance Project
 Grant Period: April 15, 2013 - October 15, 2015 Release of Grant Funds: August 22, 2013

Activity	Performance Schedule (On/Off)	Current Performance Status (If Off Schedule)	Remedy to get back on Schedule (If Off Schedule)
Rehabilitation: Reconstruction (Replacement Housing)	On		
Administration	On		

Prepared By: C. David Harris
 Endorsed By: Michael W. Jarman
 Signature: *Michael W. Jarman*
 Board of Commissioners Update: _____
 Person Providing Update: Michael W. Jarman

Title: CDBG Project Manager
 Title: County Manager *(City/County Manager or Clerk)*
 Date: May 19, 2014
 Title: County Manager

Performance Schedule
(Based on Performance Based Contract)
 On/Off Schedule

- ❖ Off Performance Schedule: Provide current performance status and remedy to get back on schedule and submit report
- ❖ On Performance Schedule: Stop and submit report, no current performance status or remedy to get back on schedule is required