

MINUTES

LENOIR COUNTY BOARD OF COMMISSIONERS

June 17, 2013

The Lenoir County Board of Commissioners met in open session at 4:00 p.m. on Monday, June 17, 2013, in the Board of Commissioners' Main Meeting Room in the Lenoir County Courthouse at 130 S. Queen St., Kinston, NC.

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

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

Chairman Davis called the meeting to order at approximately 4:00 p.m. Ms. Brown offered the invocation and Mr. Best led the audience in the pledge of allegiance

PUBLIC INFORMATION

Ms. Constance Hengel, LMH, Director of Community Programming: Healthy Community Institute presented handouts to the Board members. She stated often times it is difficult for those in community leadership roles and /or interested citizens of the community to find out information about Lenoir County in order to write reports and seek grant funding, etc. Ms. Hengel stated many different data bases have to be researched in order to obtain needed information. She said then the validity of the information is not always known. She also stated Lenoir Memorial Hospital and Lenoir Memorial Foundation have given as a project, through a grant funding, to the Lenoir County residents, a resource which will allow everyone to find information in one place. She referred to the website address that was on the handout which she passed out earlier, <http://lenoirmemorial.org/index.php/hospital/healthrycommunities/>. Ms. Hengel stated this was a rich resource for Lenoir County and she wanted to make sure everyone knew it was available and free of charge. Mr. Hill commended Lenoir Memorial on the services they provide.

Mr. Johnny Metcalfe, District Engineer with North Carolina Department of Transportation asked the Commissioners to approve the Resolution of the Proposed 2012-2013 Secondary Road Improvement Program. He said he is proud to be here to discuss and present the FY 2012-13 Secondary Road Program. Mr. Metcalfe stated a map and a table of the proposal had been provided in the packets. He stated there was an allocation from the Highway Fund of \$548,000, and an allocation from the Trust Fund of \$308,000 for a total of \$856,000. Mr. Metcalfe stated the program this year will be to provide widening and resurfacing of Paul's Path Rd. from Hwy 258 to SR 1556, which is Alton Phillips Rd. He stated the cost estimate to widen the road from 20' to 26' is \$745,000. Mr. Metcalfe stated that would leave a balance of \$111,000 which would be applied

to other maintenance items in Lenoir County. Mr. Best asked when would this project begin, and Mr. Metcalfe stated probably the spring of next year. Mr. Daughtey asked for an update on the Smithfield Way project. Mr. Metcalfe stated the Smithfield Way project had been under design for several months and they had \$425,000 allocated to this project. He stated this road is to provide connection between Hwy 258 and the Industrial Park. Mr. Metcalfe stated the other project next to that was the extension of Hill Farm Rd. He said they are extending the three lanes from where it ends now, around the Wal-Mart back entrance, to where Smithfield Way is going to connect back to the Industrial Park. Mr. Metcalfe stated there are several bridge projects that they will be working on this year also. Upon a motion by Ms. Sutton and a second by Ms. Brown, the Resolution Approving Proposed 2012-2013 Secondary Road Improvement Program was unanimously approved.

ITEMS FROM THE CHAIRMAN/COMMISSIONERS

Mr. Hill stated as a Board designee for the Eastern Region he would like to give an update on the state of limbo that the Eastern Region is in. He stated there is currently pending acts in the House and the Senate that will have a major impact on the Eastern Region if adopted. Mr. Hill commented on House Bill 127 and 107. He also commented on Senate Bill 402. Mr. Hill stated the Board is currently waiting for the completed action from the House and the Senate, along with the completion of the budget conference to see how to continue. He stated the Board plans to meet again on the 26th and have developed some preliminary resolutions to work through the devolvement and the transition period. Mr. Hill stated the Eastern Region that currently exists is morphing into a private source. He stated there is a lot of public dollars involved and it would need to be watched closely.

Mr. Rouse commented on the article in the Kinston Free Press regarding the flight of the Airbus 350 with parts produced here in Kinston. He stated this was a positive note for the county.

Ms. Sutton stated that she, Mr. Davis and Mr. Best attended the Farmers' Market "Business After Hours" on June 11th at 5:30. During the "Business After Hours", the building adjacent to the Farmers' Market, donated by the Harvey Family was named in honor of Rick Holder. It will be called the Rick Holder Farmers' Market Annex as requested by the Harvey Family, who were in attendance at the dedication. She stated Lenoir County appreciated the gift of the annex building.

Ms. Brown stated that she and Mr. Best visited the N.C. Veterans' Home in honor of Elder Abuse Awareness. She stated they visited the first resident, a Lenoir County native who is a WWI veteran and is in his ninety's. She said they participated in the Elder Abuse Walk around the building. Mr. Davis said he understood the facility would not be fully occupied for about another twelve months, in order to have ample time for training all personnel. Ms. Sutton stated she thought there were thirteen residents at this time. Mr. Davis commended Ms. Kelly for the great job she does at the Farmers' Market.

ITEMS FROM THE COUNTY MANAGER

Mr. Jarman stated the following reports were included in the agenda packet. The 2011 CDBG NC Catalyst Project, the 2012 CDBG Scattered Site Housing Assistant Project, the May 2013 Lenoir County Inspections: Permit/Inspection Report and the May 31, 2013 Lenoir County Financial Performance Summary 12-13. He also stated the agenda page had been updated to include new Items, #15c, #15d and Item #21. Mr. Jarman stated Item No.13 had been revised.

Mr. Jarman told the Commissioners in the past the first meeting in July had been cancelled due to the Fourth of July holiday. He asked the Board what they wanted to do this year. Upon a motion by Ms. Brown to cancel the July 1, 2013 meeting and a second by Ms. Sutton the motion was approved by common consent.

CONSENT AGENDA

3. Approval of Minutes: Budget Work Session: May 30, 2013

Regular Board Meeting-June 03, 2013

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

BUDGET ORDINANCE AMENDMENTS / RESOLUTION

Item No. 4 was a Budget Ordinance Amendment: General Fund: Health: Immunizations: \$4,743: Increase. Mr. Huff stated these were additional revenues received from the State for their immunizations programs and had to be expended prior to June 30, 2013. Upon a motion by Ms. Sutton and a second by Mr. Daughety, Item No. 4 was unanimously approved.

Item No. 5 was a Budget Ordinance Amendment: Finance/Inspections: \$3,117: Increase. Ms. Martin stated the Budget Amendment was to budget insurance proceeds received from Argonaut Great Central Insurance Company on 06/04/13 in the amount of \$3,117 for an accident that occurred on May 14, 2013 when a county vehicle parked in front of the Tax/Administration Building was struck by another vehicle. Upon a motion by Ms. Sutton and a second by Mr. Daughety, Item No.5 was unanimously approved.

Item No.6 was a Budget Ordinance Amendment: General Fund/ Tire Disposal Fund: Finance: \$186,200: Increase: Ms. Martin stated the Budget Amendment was to adjust budgeted revenue and expenditures to more accurately reflect actual revenues and expenditures for eleven (11) months of FY 12-13 and projection for the remainder of the fiscal year. Upon a motion by Mr. Daughety and a second by Mr. Best Item, No. 6 was unanimously approved.

Item No. 7 was a Resolution Approving Program Beneficiaries and Alternates for the 2012 Community Block Grant Scattered Site Project. Mr. David Harris stated the state awarded the county a \$225,000 grant a little more than a month ago and they are going through the process now of getting funds released, as well as all the documents which go along with that. He stated invitations were made to towns for recommendations. Mr. Harris stated these recommendations have been reviewed by the committee and the two selected and the four alternate beneficiaries are listed in the agenda packet. He stated these are all owner-occupied homes. The Board is requested to approve the "Program Beneficiaries and Alternates" for the 2012 Community Development Block Grant Scattered Site program. Ms. Brown asked when the work would begin and Mr. Harris stated the funds would probably not be released before the end of August. Mr. Rouse asked if the homes were replaced by modular units and Mr. Harris stated they used state building code modulars instead of the HUD modulars. Upon a motion by Ms. Brown and a second by Mr. Daughety, Item No. 7 was unanimously approved.

Item No. 8 was a Resolution Acknowledging the Execution and Delivery by the Lenoir Community College Board of Trustees of a Guaranteed Energy Savings Contract: Ms. Sutton presented the Resolution to the Board and stated it was to acknowledge the execution and delivery by the Lenoir Community College Board of Trustees of a guaranteed energy savings contract. She stated there is one adjustment to be made under Item 1 (a) should read not to **exceed** more than \$4,080,000. She reminded the Board of their recent approval of LCC working with a company to see where they could reduce energy cost and this is an extension of that effort. Mr. Rouse asked if LED lighting would be used to cut cost. Mr. Raynor Smith, representative of Brady Trane Service, Inc. from Raleigh answered no. Mr. Smith then addressed the Board. He stated the company had formally been under contract with LCC for about a year. Mr. Smith stated an engineering study was done and shows a savings of approximately \$200,000 per year with no burden to the county or taxpayers. Ms. Sutton stated the college is being "proactive". Upon a motion by Ms. Sutton and a second by Mr. Daughety, Item No. 8 was unanimously approved.

Item No. 9 (A) was a Resolution to Authorize Lenoir County Cooperative Extension to Continue the Lease of Mac Computer: \$4,000. Ms. Kelly stated the Mac Lease program with North Carolina State University keeps their agency in sync with their parent agency and educational institution in the most effective manner. The Board is requested to authorize Lenoir County Cooperative Extension's participation in the North Carolina Cooperative Extension/North Carolina State University Mac Computer Lease program.

Item No 9 (B). was a Resolution Approving Grounds Maintenance Contract: Charles Hughes Construction, LLC: \$3,296. Ms. Kelly stated the appearance of lawn and landscape at Lenoir County Cooperative Extension is important and this same company has performed the service satisfactory for the past seven years. The Board is requested to authorize acceptance of a 1-year contract for grounds maintenance in the amount of \$3,296 from Charles Hughes Construction LLC. Upon a motion by Ms. Brown and a second by Mr. Daughety, Items No. 9(A) and 9(B) were unanimously approved.

Item No. 10 was a Resolution Authorizing Contract Amendment for Business Personal Property Audit Services: County Tax Services, Inc. Mr. Parrish stated the purpose of an audit program is to ensure equity among taxpayers and assist with the education of taxpayers concerning the

methodology for reporting business personal property. Since the original agreement was entered into with CTSI, they have completed 158 audits resulting in \$151,553 taxes discovered and paid. Currently, there are 32 audits in progress, and whenever these are completed, CTSI will be reimbursed based on the original agreement. The county has approximately 2,700 businesses that report machinery and equipment subject to property taxes. The Tax Department does not think it will be cost effective to audit all of the businesses, but based on the results of the audit program thus far, there will certainly be more accounts that should be audited in the future. The Board is requested to authorize the Lenoir County Tax Department to amend its contract with County Tax Services, Inc. due to Legislative changes set for the in House Bill 462, as it relates to compensation and also authorize the Lenoir County Tax Administrator to execute the amended contract on behalf of the County. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 10 was unanimously approved.

Item No. 11 (A) was a Resolution Approving Expenditure for Lease of Copiers/Wide Format Scanner: COECO: \$9,500. Ms. Rich stated approval of this resolution will allow the Registry to continue providing copies to the public, since the public pays a fee for requested copies. COECO has provided the Register of Deeds with excellent service when leasing, purchasing or repairing any equipment obtained from them. Approval of this resolution will allow for the encumbrance of funds and eventual payment to the vendor. The Board is requested to approve the Resolution authorizing the expenditure of up to \$9,500 for leasing of two new copiers and wide format scanner.

Item No. 11 (B) was a Resolution Approving an Indexing Services Contract for FY 2013-14: COTT Systems: \$26,500. Ms. Rich stated approval of this resolution will allow the Registry to continue providing an index of vital and real estate records on computer. COTT Systems has provided the Register of Deeds with the highest level of support and service for many years. The Board is requested to approve the Resolution of an Indexing Service Contract with COTT Systems for FY 13-14 in the amount not to exceed \$26,500. Upon a motion by Ms. Sutton and a second by Ms. Brown, Items No. 11 (A) and 11(B) were unanimously approved.

Item No. 12 was a Resolution Authorizing the Issuance of Blanket Purchase Orders to the Following Companies for FY 13-14: \$51,900. Ms. King stated the approval of this Resolution will allow for the encumbrance of funds in the FY 13-14 budget and the eventual payment to vendors for products and services received. The Board is requested to authorize the execution of FY 13-14 purchase orders for the Board of Elections in the amount of \$51,900. Upon a motion by Ms. Sutton and a second by Mr. Best, Item No. 12 was unanimously approved.

Item No. 13 was a Resolution Authorizing Support of Continuance of Health Department Clinics and Services for FY 2013-2014: Mr. Huff stated the requested utilization of funds by the Blanket Purchase Order request, is based on projected expenditures for FY 2013-2014. This action is necessary to provide sufficient account of expenditures and to apply with applicable laws. The Board is requested to give permission to utilize the funds as requested to support health department services. Upon a motion by Ms. Sutton and a second by Ms. Brown Item, No. 13 was unanimously approved.

Item No. 14 was a Resolution Authorizing FY 13-14 Service Contracts and Purchase Orders for Court Facility/Public Buildings Department: \$183,119. Mr. Wiggins stated the approval of this Resolution will allow the encumbrance of funds approved in the FY 13-14 budget and the eventual payment for services as billed. The Board is requested to authorize the execution of FY 13-14 Service Contracts and Purchase Orders. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 14 was unanimously approved.

Item No. 15(A) was a Resolution Authorizing the Issuance of Blanket Purchase Orders to the Following Companies for FY 13-14: \$122,000. Mr. Harper stated these blanket purchase orders for Fiscal Year 2013-2014 will allow Lenoir County Transit to operate more efficient by having the Purchase Orders in place when the need for the service of one of the companies arises. The Board is requested to approve the issuance of blanket purchase orders for the following: Office Supplies, Software, Installing & Removing Mobile Advertising, Safety Vests for Drivers, promotional Items for Festivals, Fairs and Events, Drug & Alcohol testing, Washing & Cleaning Inside of Vans, Lift Repairs, Tires & Repairs and Maintenance-Communications/Miscellaneous. Upon a motion by Mr. Daughety and a second by Ms. Sutton, Item No. 15(A) was unanimously approved.

Item No. 15(B) was a Resolution Approving an Increase in NCDOT Project #13-CT-034 in the amount of \$3,343 and the Purchase of a Lift Equipped Van with FY 12-13 NCDOT CTP Funds in the amount of \$46,843. Mr. Harper stated the Lenoir County Transit feels that the increased cost for a replacement Lift Equipped Van can be justified when considering the decreased reliability and increased maintenance cost incurred during the daily use of a van with over 190,000 miles. The Board is requested to approve an increase of \$3,343 in the NCDOT Project #13-CT-034 and the purchase of a Lift Equipped Van with NCDOT CTP (Community Transportation Program) FY 12-13 Funds at a cost of \$46,843. Upon a motion by Ms. Sutton and a second by Mr. Daughety, Item No. 15(B) was unanimously approved.

Item No. 15(C) was a Resolution Approving the Acceptance of the Lenoir County Transit Passenger Policy and the Lenoir County Transit Operator Handbook: Mr. Harper stated nothing had been formally approved by the governing body and due to activities observed by the cameras and complaints received from riders, there needed to be a uniform policy. He stated the Transit Department strives to provide the most efficient and rider friendly ride as possible. . The Board is requested to approve the Acceptance of the Lenoir County Transit Passenger Policy and the Lenoir County Transit Operator Handbook. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 15(C) was unanimously approved.

Item No. 15(D) was a Resolution Authorizing the Revision of the Lenoir County Transit Coordinated Transportation Plan. Mr. Harper stated the last coordinated plan was done in 2009. He stated this must be done in order to apply for NCDOT grants. The Board is requested to approve the Resolution Authorizing the Revision of the Lenoir County Transit Coordinated Transportation Plan. Upon a motion by Ms. Sutton and a second by Mr. Daughety, Item No. 15(D) was unanimously approved.

Item No. 16 was a Resolution Authorizing the Issuance of Blanket Purchase Orders to the Following Companies for Yearly Software/Hardware Maintenance: \$191,200. Ms. Faasii stated without these service contracts, any software/hardware malfunction or failure would cause that service to no longer be available to anyone in the County, and would place us in the position of not having anyone to call to gain access and repair the application. The Board is requested to approve the Resolution authorizing the issuance of blanket purchase orders for yearly software/hardware maintenance out of account 10-4210-3800-Contracted Services. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 16 was unanimously approved.

Item No. 17(A) was a Resolution Approving Maintenance Contracts with Tyco Simplex Grinnell: \$6,140. Sheriff Hill stated Simplex Grinnell has proposed an annual contract of \$36,840 to provide maintenance on all of the security electronics installed by Simplex Grinnell, which includes service calls when needed, replacement of components, etc. The warranty period for these components will expire on April 30, 2014. The amount requested is prorated for a two month time period (May 1, 2014-June 30, 2014). The total prorated amount is \$6,140. Funding for the prorated contract will come from the jail maintenance line. The Board is requested to authorize the Sheriff to execute a purchase order with Tyco Simplex Grinnell to cover maintenance issues with the security electronics located in the new jail. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 17(A) was unanimously approved.

Item No. 17(B) was a Resolution Approving Purchase of a 2013 Chevrolet Impala: \$20,150. Sheriff Hill stated the State contract price for a replacement Chevrolet Impala is \$20,150. The designated contract distributor for a police package Chevrolet Impala is Bobby Murray Chevrolet, located in Raleigh. The funds to pay for this vehicle will come from the insurance payments on the loss of the two Impala's, both 2008 models, which were involved in collisions. The Board is requested to authorize the Sheriff to execute a purchase order with Bobby Murray Chevrolet to purchase one police package 2013 Chevrolet Impala. . Upon a motion by Ms. Brown and a second by Mr. Daughety, Item No. 17(B) was unanimously approved.

Item No. 17(C) was a Resolution Approving Purchase of Equipment, Services and /or Supplies: \$143,130. Sheriff Hill stated he has been very pleased with the equipment, services and /or supplies and service offered by the listed vendors. The Board is requested to authorize the Sheriff to execute purchase orders with the referenced vendors to provide equipment and/or services and supplies for the operation and maintenance of the Lenoir County Sheriff Office. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 17(C) was unanimously approved.

Item No. 17(D) was a Resolution Approving Purchase of Equipment, Services and /or Supplies: \$770,362. Sheriff Hill stated he has been very pleased with the equipment, services and/or supplies and service offered by the listed vendors. . The Board is requested to authorize the Sheriff to execute purchase orders with the referenced vendors to provide equipment and/or services and supplies for the operation and maintenance of the W.E. "Billy" Smith Detention Center. Upon a motion by Ms. Sutton and a second by Mr. Best, Item No. 17(D) was unanimously approved.

Item No. 18(A) was a Resolution Authorizing FY 13-14 Service Contracts and Purchase Orders for Emergency Services: Emergency Management Division: \$44,845. Mr. Dail stated approval of this resolution will allow encumbrance of funds approved in the FY 13-14 budget and the eventual payment of services as billed. The Board is requested to authorize the Emergency Services Director to execute the listed FY 13-14 Service Contracts and Purchase Orders: Emergency Management Division: in the amount of \$44,845.00.

Item No. 18(B) was a Resolution Authorizing FY 13-14 Service Contracts and Purchase Orders for Emergency Services: Communications Division: \$124,944. Mr. Dail stated approval of this resolution will allow encumbrance of funds approved in the FY 13-14 budget and the eventual payment of services as billed. The Board is requested to authorize the Emergency Services Director to execute the listed FY 13-14 Service Contracts and Purchase Orders: Communications Division: in the amount of \$124,944.

Item No. 18(C) was a Resolution Authorizing FY 13-14 Service Contracts and Purchase Orders for Emergency Services: Communications Division: Emergency Telephone Fund: \$194,412. Mr. Dail stated approval of this resolution will allow encumbrance of funds approved in the FY 13-14 budget and the eventual payment of services as billed. The Board is requested to authorize the Emergency Services Director to execute the listed FY 13-14 Service Contracts and Purchase Orders: Communications Division: Emergency Telephone Fund in the amount of \$194,412.

Item No. 18(D) was a Resolution Authorizing FY 13-14 Service Contracts and Purchase Orders for Emergency Services: EMS Division: \$492,256. Mr. Dail stated approval of this resolution will allow encumbrance of funds approved in the FY 13-14 budget and the eventual payment of services as billed. The Board is requested to authorize the Emergency Services Director to execute the listed FY 13-14 Service Contracts and Purchase Orders: EMS Division: in the amount of \$492,256. Upon a motion by Ms. Sutton and a second by Mr. Best, Item No.'s 18(A), (B), (C) and (D) were unanimously approved.

Mr. Dail stated Lenoir County will begin dispatching for Jones County on July 1, 2013. He stated the building for Jones County and revisions to Lenoir County's Center are still in the design phase and he is hopeful they will go out for bids the latter part of August or in September. Mr. Dail stated as far as the "radio piece" there is a possibility of partnering with Onslow County, which could save about \$250,000. The most expensive portion of the radio system is the "Core", and if we can share the cost with Onslow County, then we would be able to save money. He said he would have Mr. Griffin review the contract with Onslow County as soon as it was in legible form. Mr. Best asked if this was going to require additional communicators. Mr. Dail stated two additional telecommunicators had been included in his budget request, and the county would be reimbursed that portion by Jones County. He stated one dispatcher on each shift would be in charge of all of Jones County.

Item No. 19 was a Resolution Approving Citizens to Boards, Commissions; etc. The following reflects existing vacancies and appointments. Upon a motion by Ms. Brown and a second by Mr. Daughety Item No. 19 was unanimously approved.

<u>BOARD/COMMITTEE/COMMISSION</u>	<u>APPLICANT/CURRENT MEMBER</u>	<u>TERM EXPIRATION</u>
Eastern Carolina Workforce Development	Debbie B. Burrell Bruce Parson 2nd Appearance	June 2015
Agricultural Advisory Board	Michael Hill Nelson Dawson Michael Morris Randy Smith Alton Roberson Rodney Smith Tom Davis Greg Herring Christopher Seymour Clayton Sutton B.H. Casey, Jr. Jerry Tyndall 2nd Appearance	June 2014

Item No. 21 was a Resolution Authorizing the Purchase of 2001 Ottawa YT30 Yard Spotter (Yard Dog) Crook Motor Co., Inc.: Albemarle, NC: \$22,300. Mr. Pridgen stated the piece of equipment in operation now is in bad condition. The Board is requested to Authorize the Purchase of a 2001 Ottawa YT30 Yard Spotter (Yard Dog) from Crook Motor Co., Inc.: Albemarle. Mr. Rouse asked if this would come out of the Landfill budget and Mr. Jarman stated this would come out of the Landfill's current year budget and the funds have already been appropriated. Upon a motion by Ms. Sutton and a second by Ms. Brown Item No. 21 was unanimously approved.

Ms. Sutton stated her address and telephone number in the Directory that was in their agenda packet was incorrect. Several Board Members commented on how nice the folders were and how much they appreciated them being compiled. Mr. Jarman stated they had been prepared by the Board of Elections.

Mr. Davis introduced the new reporter for the Kinston Free Press and wished him well.

Mr. Clark Tutt stated Channel WTMH is now on the air. He stated the Channels are 21.1, 21.2 and 21.3 and will be on cable next month and the Jacksonville station will air on July 1, 2013.

Ms. Brown recognized all votes for today were unanimous.

With no further discussion Mr. Davis adjourned the meeting at approximately 4:58 p.m.

Respectfully Submitted,

Faye H. Mervin
Deputy Clerk

Reviewed By,

Michael W. Jarman
County Manager