

**LENOIR COUNTY BOARD OF COMMISSIONERS REGULAR MEETING: AGENDA  
 MONDAY, AUGUST 5, 2013 – 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: 15 Min.**

Mr. Dirk Griffith and Ms. Alice Tingle, of the Lenoir Memorial Foundation: September 15, 2013 Fundraiser Event with Ms. Jeanne Robertson

Mr. Mark Pope, Economic Development Director: Economic Development Update

Mr. Jerry Kanter: Introduction to the Board

- |     |                                                                                                                                                                                    |               |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1.  | <b>Items from Chairman/Commissioners: 10 Min.</b>                                                                                                                                  | Board         |
| 2.  | <b>Items from County Manager: 5 Min.</b>                                                                                                                                           | Jarman        |
|     | <b>CONSENT AGENDA: 10 Min.</b>                                                                                                                                                     | <b>ACTION</b> |
| 3.  | Approval of Minutes: Board Meeting: July 15, 2013                                                                                                                                  | Mervin/Jarman |
| 4.  | Resolution Approving the Releases and Refunds to the Individuals Listed Herein                                                                                                     | Board         |
| 5.  | Budget Ordinance Amendment: Finance/Inspections: \$2,500: Increase                                                                                                                 | Martin        |
|     | <b>END OF CONSENT AGENDA</b>                                                                                                                                                       |               |
|     | <b>PROCLAMATION/BUDGET ORDINANCE AMENDMENTS/RESOLUTIONS: 40 Min.</b>                                                                                                               |               |
| 6.  | Proclamation Honoring Social Services Employees                                                                                                                                    | Moore         |
| 7.  | Budget Ordinance Amendment: Trust & Agency Fund: Finance/Innovative Approach to Literacy: \$2,550: Increase                                                                        | Martin        |
| 8.  | <b>A.</b> Budget Ordinance Amendment: Emergency Telephone System Fund: E 911: \$5,875: Increase                                                                                    | Dail          |
|     | <b>B.</b> Resolution Authorizing an Increase to the Mapping Software Maintenance Contract with Geospatial Technologies: Communications Division: Emergency Telephone Fund: \$5,875 |               |
| 9.  | Budget Ordinance Amendment: General Fund: Process Funds: \$5,986.07: Increase                                                                                                      | Martin        |
| 10. | Budget Ordinance Amendment: General Fund: Finance/Sheriff Dept.: \$8,421.93: Increase                                                                                              | Martin        |
| 11. | Budget Ordinance Amendment: General Fund: Process Funds: \$11,183.97: Increase                                                                                                     | Martin        |
| 12. | Budget Ordinance Amendment: General Fund: Process Funds: \$11,364.10: Increase                                                                                                     | Martin        |
| 13. | Budget Ordinance Amendment: General Fund: Finance/Social Services: \$13,147: Increase                                                                                              | Martin        |
| 14. | Budget Ordinance Amendment: General Fund: Process Funds: \$21,360.50: Increase                                                                                                     | Martin        |
| 15. | Budget Ordinance Amendment: General Fund: Finance/Health Dept.: \$28,603: Increase                                                                                                 | Martin        |
| 16. | Budget Ordinance Amendment: General Fund: Process Funds: \$39,000: Increase                                                                                                        | Martin        |
| 17. | Budget Ordinance Amendment: General Fund: (PCM): \$39,489: Increase                                                                                                                | Huff          |

- |     |                                                                                                                                                                                                                                                                                                               |         |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 18. | <ul style="list-style-type: none"> <li>A. Resolution Approving Sheriff Chris Hill to Purchase (9) L3 In-Car Cameras and Related Hardware: \$56,272</li> <li>B. Budget Ordinance Amendment: General Fund: Sheriff's Dept.: \$56,272: Increase</li> </ul>                                                       | Hill    |
| 19. | Budget Ordinance Amendment: General Fund: Finance/Sheriff: \$214,886: Increase                                                                                                                                                                                                                                | Martin  |
| 20. | Budget Ordinance Amendment: Capital Improvements: Economic Development: \$2,499,713: Increase                                                                                                                                                                                                                 | Martin  |
| 21. | Resolution Approving Mileage Reimbursement Rate Increase for County Employees from 55.5¢ per mile to 56.5¢ per mile Effective August 1, 2013                                                                                                                                                                  | Jarman  |
| 22. | <ul style="list-style-type: none"> <li>A. Letter re: Annual Settlement of Property Taxes Collected for FY 12-13</li> <li>B. Resolution Approving 2012-2013 Tax Collectors Annual Settlement</li> <li>C. Report of Insolvents</li> <li>D. Resolution Approving Insolvent Personal Property Tax List</li> </ul> | Parrish |
| 23. | Resolution Authorizing Emergency Repair of HVAC System in the Lenoir County Courthouse: Brady Trane Service, Inc.: \$15,359                                                                                                                                                                                   | Wiggins |
| 24. | Resolution Authorizing Acceptance of a Lenoir County Community Foundation Grant in the amount of \$1,000                                                                                                                                                                                                      | Kelly   |
| 25. | Resolution Authorizing Lenoir County Health Department to Pay Prior Year 12-13 and 13-14 Accreditation dues to North Carolina Association of Local Health Director in the amount of \$5,397                                                                                                                   | Huff    |
| 26. | Resolution Allowing Sheriff Chris Hill to Purchase an Uninterrupted Power Supply (UPS) for the New Jail: \$6,800                                                                                                                                                                                              | Hill    |
| 27. | Resolution Approving Sheriff Chris Hill to Reduce One Full-time Detention Officer Position and Create (3) Part-time Positions within the Jail                                                                                                                                                                 | Hill    |
| 28. | Resolution Approving Endorsement of FY 13-14 Lenoir County Home and Community Block Grant Funding Plan in the amount of \$492,192                                                                                                                                                                             | Moore   |
| 29. | Resolution Approving Economic Development Grant Agreement: Pactiv, LLC: \$70,000                                                                                                                                                                                                                              | Pope    |
|     | <b>APPOINTMENTS: 5 Min.</b>                                                                                                                                                                                                                                                                                   |         |
| 30. | Resolution Approving Citizens to Boards, Commissions, Etc. <b>5 Min.</b>                                                                                                                                                                                                                                      | Hall    |
|     | <b>OTHER ITEMS: 10 Min.</b>                                                                                                                                                                                                                                                                                   |         |
| 31. | <b>Items from County Manager / County Attorney / Commissioners Public Comments/ Closed Session (if necessary)</b>                                                                                                                                                                                             |         |

**TO: Chairman and Members of the Board**

**FROM: Mike Jarman, County Manager**

**DATE: August 5, 2013**

**SUBJECT: Items of Interest**

1. July 30, 2013: Bids for Lenoir County Properties
2. Designation of Voting Delegate to NCACC Annual Conference: August 22-25, 2013
3. Email: July 24, 2013: Eastern Carolina Council Membership Dues

Action Required													
Picture Number	KC Pin Number	Record Number	Street #	Street Name	Town	Anything on Property	How Acquired	Taxes Owed	Foreclosure Costs	Tax Value	Previous Bid	Current Bid	Recommendation
56.	4525-1683-6229	5628	1201	Sycamore RD	Kinston	Yes	Tax Foreclosure					\$ 4,000.00	Decline



## Designation of Voting Delegate to NCACC Annual Conference

I, \_\_\_\_\_, hereby certify that I am the duly designated voting delegate for \_\_\_\_\_ County at the 106<sup>th</sup> Annual Conference of the North Carolina Association of County Commissioners to be held in Guilford County, N.C., on August 22-25, 2013.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

### Article VI, Section 2 of our Constitution provides:

“On all questions, including the election of officers, each county represented shall be entitled to one vote, which shall be the majority expression of the delegates of that county. The vote of any county in good standing may be cast by any one of its county commissioners who is present at the time the vote is taken; provided, if no commissioner be present, such vote may be cast by another county official, elected or appointed, who holds elective office or an appointed position in the county whose vote is being cast and who is formally designated by the board of county commissioners. These provisions shall likewise govern district meetings of the Association. A county in good standing is defined as one which has paid the current year's dues.”

Please return this form to Sheila Sammons by: **Friday, August 9, 2013:**

NCACC  
215 N. Dawson St.  
Raleigh, NC 27603  
Fax: (919) 733-1065  
[sheila.sammons@ncacc.org](mailto:sheila.sammons@ncacc.org)



Mike Jarman &lt;mjarman@co.lenoir.nc.us&gt;

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**RE: ECC Member Dues**

1 message

**Judy Hills** <jhills@eccog.org>

Wed, Jul 24, 2013 at 1:53 PM

To: Mike Jarman &lt;mjarman@co.lenoir.nc.us&gt;

Hi Mike,

Here is the information you requested: Lenoir County aging portion of the dues would be \$9740.

We hope that Lenoir County sees the benefit in having this Council staff available to consult. We drafted the Parks & Recreation Trust Fund application for the Town of LaGrange which resulted in a \$500,000 grant. We also completed their Parks and Recreation Plan for much less than what it would have cost it have an independent consultant do it. Had we not been available to assist, this project might not have received funding. While every member government may not directly benefit every year from our direct services, we have had a significant cumulative impact on the region as a whole. One of the issues we have is that these member governments don't ask for our assistance when there are things that we can do for them. Is there anything we can do to help Lenoir County?

If you need any additional information, please let us know.

Judy Hills, Executive Director  
Eastern Carolina Council  
PO Box 1717  
New Bern, NC 28563-1717  
233 Middle Street, Suite 300  
New Bern, NC 28560  
252.638.3185 Ext. 3005 Fax: 252.638.3187  
Cell: 252.229.4799  
jhills@eccog.org <http://www.eccog.org>

*ECC is a quasi-governmental planning organization serving Carteret, Craven, Duplin, Greene, Jones, Lenoir, Onslow, Pamlico and Wayne Counties.*

*DISCLAIMER: Pursuant to the Freedom of Information-Privacy Acts (FOIPA) and North Carolina General Statutes Chapter 132, Public Records, this electronic mail message and any attachments hereto, as well as any electronic mail message(s) sent in response to it may be considered public record and as such subject to request and review by anyone at any time.*

**From:** Mike Jarman [mailto:mjarman@co.lenoir.nc.us]**Sent:** Monday, July 22, 2013 11:18 AM**To:** Judy Hills**Subject:** Re: ECC Member Dues

No problem. Thanks for your help.

Mike

**Eastern Carolina Council of Governments**

PO Box 1717  
 New Bern, NC 28563  
 Phone: (252) 638-3185 ✓  
 Fax: (252) 638-3187

**INVOICE**



<b>DATE</b>
7/01/2013
<b>NUMBER</b>
83

LENOIR COUNTY  
 P.o Box 3289  
 Kinston, NC 28502

Payment Due: 7/16/2013

#	Description	Quantity	Unit Price	U/M	Amount
	FY 13-14 Membership Dues				
	APPROVED BY _____ DATE APPROVED 7-10-13 AMOUNT 1041104910 Cy				
1	ECC Member Dues	1.00	19,860.00	Annual	19,860.00
2	Eastern Carolina RPO Dues	1.00	5,156.25	Annual	5,156.25

Payment is due upon invoice receipt.  
 We appreciate your prompt payment.

**Total This Invoice: 25,016.25**

Please remit payment to:  
 Eastern Carolina Council  
 P.O Box 1717  
 New Bern, NC 28563-1717

**MINUTES**  
**LENOIR COUNTY BOARD OF COMMISSIONERS**  
**July 15, 2013**

The Lenoir County Board of Commissioners met in open session at 4:00 p.m. on Monday, July 15, 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. Rouse led the audience in the pledge of allegiance

**PUBLIC INFORMATION**

None

**ITEMS FROM THE CHAIRMAN/COMMISSIONERS**

Mr. Rouse updated everyone on the status of the East Carolina Council of Government. He stated although the ECCOG is receiving a lot of negative publicity, they are doing well. Mr. Rouse said the ECCOG's bank account is in better shape, they have written off bad debt and they are moving forward with a positive outlook.

Mr. Best gave an update on the East Carolina Council Workforce Development Board. He stated they are working with a \$5 million dollar budget with the CRC (Career Readiness Certification) program, which is preparing citizens for today's workforce. Lenoir County ranks high in our region in the CRC program and Mark Pope was recently recognized for his role in the CRC program. Mr. Best also said they are trying to get all companies on board for the CRC program.

**ITEMS FROM THE COUNTY MANAGER**

Mr. Jarman said another bid has been received on the property at 1201 Sycamore Road in the amount of \$3,000. Mr. Jarman stated this was a nice brick house and he felt this price was not enough. A motion was made by Mr. Hill and second by Ms. Sutton, to decline the \$3,000 bid. The motion was passed by common consent.

Mr. Jarman reminded the commissioners of the NCACC annual conference in August, and stated if anyone would be able to attend, a voting delegate needed to be designated. He asked them to think about who may be able to attend, and to be ready to choose the voting delegate at the first commissioners' meeting in August.

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 and the June 2013 Lenoir County Inspections: Permit/Inspection Report.

### **CONSENT AGENDA**

3. Approval of Minutes: Regular Board Meeting-June 17, 2013 Mervin/Jarman
4. Resolution Approving the Releases and Refunds to the Individuals Listed Herein Board

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

### **BUDGET ORDINANCE AMENDMENTS / RESOLUTION**

Item No. 5 was a Budget Ordinance Amendment: General Fund: JCPC Parenting Matters: \$11,057: Increase. Ms. Kelly stated this was to appropriate the additional funds received by the County in the JCPC Parenting Matters program, which were being used to assist in purchasing a van. Upon a motion by Mr. Best and a second by Ms. Brown, Item No. 5 was unanimously approved.

Item No. 6 was a Resolution Authorizing Lenoir County Cooperative Extension's Acceptance of an Environmental Trust Fund (PETF) Grant: \$9,568. Ms. Kelly stated this will be used to continue their pesticide container disposal program which recycles and reuses plastic containers, thereby reducing improperly disposed containers. Upon a motion by Ms. Sutton and a second by Mr. Daughety, Item No. 6 was unanimously approved.

Item No.7 was a Resolution Authorizing the Acceptance of a Grant in the Amount of \$48,119 from Eastpointe Human Services to Operate a Youth Targeted Prevention Site. Ms. Kelly stated these funds have been received for the past six years from Eastpointe, and are used to educate elementary, middle and high school students in many different areas including substance abuse, goal setting, character building and bullying. Hopefully this program will help youth choose a better career plan and reduce the incidence of youth being referred to court. Upon a motion by Mr. Daughety and a second by Mr. Hill, Item No. 7 was unanimously approved.

Item No. 8 was a Budget Ordinance Amendment: General Fund: Finance/Process Funds: \$13,981: Increase. Ms. Martin stated these funds were received from the NC Department of Crime Control and Public Safety and will be used to offset the cost of training and aid in purchasing supplies for the Emergency Operations Center. Upon a motion by Ms. Brown and a second by Mr. Daughety, Item No. 8 was unanimously approved.

Item No. 9 was a Budget Ordinance Amendment: General Fund: Non-Departmental: 22,378: Increase. Ms. Martin stated this was to appropriate additional property tax received by the County as a result of a business personal property tax audit that was conducted by County Tax Services, Inc. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 9 was unanimously approved.

Item No. 10 was a Budget Ordinance Amendment: Community Development Block Grant Fund: Scattered Site #12-C-2422: \$225,000: Increase. Ms. Martin stated this budget amendment was to set up the revenue and expenditure lines for the 2012 CDBG Scattered Site Grant that was awarded to Lenoir County. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 10 was unanimously approved.

Item No 11 was a Resolution Approving the Assistance Policy for the Single Family Rehabilitation Program (SFR 13). Ms. Martin stated approving the assistance policy was part of the process for getting the SFR 13 program started, and the project would be administered by The Wooten Company. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 11 was unanimously approved

Item No. 12 was a Resolution Approving the Procurement and Disbursement Policy for the Single Family Rehabilitation Program (SFR 13). Ms. Martin stated the approval of both the procurement policy and the disbursement policy were necessary for the SFR 13 program to get under way. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 12 was unanimously approved.

Item No. 13 was a Budget Ordinance Amendment: General Fund: Health Department/WIC: \$14,352: Increase. Mr. Huff stated this budget amendment was to separate the Breast Feeding Peer Counselor monies into the appropriate salary and benefit lines in order to pay for a part-time employee in this program.

Item No. 14 was a Resolution Authorizing the Lenoir County Health Department to establish a Part Time Temporary Employee position with no benefits, to serve as the WIC Breastfeeding Peer Counselor (BFPC) with Program Funding Allocation of \$14,352. Mr. Huff stated this resolution would allow him to utilize the additional State WIC funds in hiring a part-time BFPC. If this position is not established, there will be a total loss of BFPC funding. Upon a motion by Ms. Sutton and a second by Ms. Brown, Items No. 13 and No. 14 were unanimously approved.

Item No. 15 was a Resolution Approving FY 13-14 Position and Pay Classification Plan. Mr. Jones addressed the Board and stated the HR Department has worked diligently to comprise a hierarchical ranking of all of the positions within the County. The proposed plan will promote a more uniform and consistent pay and classification plan for all County employees. Mr. Jones also said this plan complies with all State Personnel Act and County Personnel Policy requirements. Mr. Rouse asked if anyone would move to a higher salary with the implementation of the plan. Mr. Jones stated this plan did not affect anyone's current rate of pay. Mr. Rouse asked if this created movement in anyone's salary. Mr. Jones stated this policy was just for clarification of positions, salary grade and minimum and maximum salary amounts, and did not affect current salaries. He stated the grade and step table that was approved with the Budget was what determined salaries. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 15 was unanimously approved.

Item No. 16 was a Resolution Authorizing Sheriff Chris Hill to Enter into Mutual Assistance Agreements with Outside Law Enforcement Agencies Sheriff Hill addressed the Board and stated previous mutual aid agreements were executed by retired Sheriff Billy Smith and are now

required to be updated with the appointment of the new Sheriff. Upon a motion by Ms. Sutton and a second by Mr. Daughety, Item No. 16 was unanimously approved.

Item No. 17 was a Resolution Authorizing Sheriff Chris Hill to Enter into Agreements with County Sheriff's to House Inmates. Sheriff Hill stated he is currently housing inmates from Beaufort County at a rate of \$50 per day per inmate. He stated other counties have expressed an interest in having Lenoir County hold their excess inmates, and this resolution would allow him to enter into an agreement with those counties to house their inmates in cases of emergency, overflow or disaster. Sheriff Hill gave a brief update on the jail situation, stating they are averaging 200 inmates on a daily basis. The new jail houses 200 inmates and the old jail downstairs houses 85 inmates. He also stated he is able to house additional inmates under the State's misdemeanor program at a rate of \$40 per day per inmate. Sheriff Hill also said if medical attention was given, other than in house, the County who was responsible, or the State in the case of misdemeanants, would be responsible for the care. He stated it had been hard to fill the additional 21 approved positions, but as of today, the jail is fully staffed. Sheriff Hill also gave a brief rundown of the revenues that were being received as a result of running a commissary for the inmates and providing telephone access to the inmates. He also said the jail is contracting out the food service and is realizing a savings there as well.

Mr. Daughety asked if prisoners were received from other counties, what would the cost be for holding the inmates? Sheriff Hill replied it would be at a rate of \$50 per day per inmate. Mr. Daughety applauded Sheriff Hill and his employees for the efforts that are being made in the war on drugs.

Ms. Brown asked the Sheriff about the possibility of housing Federal inmates. Sheriff Hill responded by saying there are a total of 18 jails that are competing for the housing of 600 inmates, and they are typically held in jails that are in close proximity to the Federal Courthouses.

Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 17 was unanimously approved.

Item No. 18 was a Resolution Approving/Authorizing the Execution of FY 13-14 Insurance Policies with W.A. Moore Company, Inc. and Discovery Insurance Co.: \$605,775. Mr. Hollowell addressed the Board and said this is the 12<sup>th</sup> year in which the County had contracted out all of its various insurance requirements to local agents. He stated these firms are independent agents and they bid the County's insurance needs with several different companies. He also stated two reasons our vehicle insurance cost has risen, is due to so many accidents by the Sheriff's Department and the Transit Department. The professional public liability insurance cost increased as well due to the adding of additional jailers in the new jail. Mr. Hollowell also stated Mr. Tommy Sutton and Mr. Ed Warren from W.A. Moore Company were present if there were any questions. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 18 was unanimously approved.

Item No. 19 was a Resolution Authorizing FY 13-14 Service Contracts and Purchase Orders for the Department of Social Services: \$1,534,950.50. Ms. Moore addressed the Board and updated them on their effort to go paperless. DSS is currently waiting on the Department of Archives for

approval to scan documents and then dispose of them. She also made the Board aware of contracts with outside attorneys for Child Support legal aid. This will be temporary until the Office of State Personnel approves the reclassification of the in-house attorney/attorneys positions. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 19 was unanimously approved.

Item No. 20-A was a Resolution Naming a New Road in the Falling Creek Area. Mr. Pope addressed the Board and said with the construction of the new section of C.F. Harvey Parkway at the US 70 Industrial Park, a new road had been created extending west from the north end of existing Enterprise Boulevard. He also said all property owners that were affected were contacted and asked to submit names for consideration. The only name submitted was Jacob Parrott Road, and this was approved by the Planning Board.

Item No. 20-B was a Resolution Naming A New Road in the Falling Creek Area. Mr. Pope said a service road had been created as a result of the C.F. Harvey Parkway construction at the US 70 Industrial Park. Affected property owners were contacted and asked to submit road names for consideration. Four possible names were received, and the Planning Board unanimously chose Sanderson Way as the name. Upon a motion by Mr. Daughety and a second by Mr. Best, both Items No. 20-A and No. 20- B were unanimously approved.

Item No. 21 was a Resolution Approving the Acceptance of an Agreement with NC Department of Transportation to Assist in the Acquisition/Funding of Right of Way for the Extension of Smithfield Way from Hill Farm Road (SR 1548) to US 258 North in Lenoir County. Mr. Pope updated the Board on the process. He said the appraisal of the State property had been received. Mr. Pope said the action today was to establish within the agreement the process that would be handled by the State, the City and the County and who was responsible for different actions. He also said this agreement would go before the City at their meeting tonight, but still has to go to the State for their approval. Mr. Pope said they are waiting for the hydrology report to come back and he has also talked with Mr. Poole about the land swap. He also stated the \$90,000 has been set aside by the legislature for this project.

Mr. Daughety said the Transportation committee would be holding a meeting with affected property owners as soon as the hydrology report comes back from the State. Mr. Rouse said he was concerned because no meeting has yet been held with those property owners. Mr. Daughety replied he thought the property owners would be pleased with this action, since the culvert will be so wide, the drainage in that area will improve. Mr. Daughety said they would share all of this information in a public forum once the hydrology report comes back. Mr. Rouse said he just wanted to ensure the citizens are taken care of, and he was afraid if the commissioners went forward with this agreement, they would be giving up any leverage they may possibly have. Mr. Daughety said this agreement was just procedural, and they were trying to get those things completed first.

Mr. Jarman stated the final action would have to come back before the commissioners before any work could be done. He also said Mr. Griffin would have to approve the contract with NCDOT.

Mr. Daughtey made a motion to approve Item No. 21 and Mr. Hill seconded the motion.

Mr. Davis asked Dr. Randy Jones who was in the audience and one of the affected land owners, if he would like to address the Board. Mr. Jones said he felt if the people had any concerns, nothing could be done at this time. He also said NCDOT was putting the road in the wrong place.

Mr. Davis called for the question. Item No. 21 passed with Mr. Rouse casting the only dissenting vote.

Mr. Jarman said the City of Kinston would be looking at this same agreement at their City Council meeting tonight, and they will discuss the removal of the building on the property. He stated the City had agreed to take down the building at no cost, if the County would waive the landfill fees on the materials being taken to the landfill. Mr. Jarman said the City would be using their resources to remove the building. Mr. Rouse asked the estimated dollar amount of the material to be taken to the landfill.

Mr. Bill Ellis, Parks and Recreation Director, addressed the audience. He said he had volunteered his department to take the building down, and he thought there would be about 60 dump truck loads of debris, or approximately \$10,000. Mr. Jarman said the only thing that would be of cost to the County, would be the actual space being used at the landfill, and since right now there is not a shortage of space for construction/demolition debris, it would not create a problem.

Upon a motion by Mr. Hill to waive the landfill fees on the demolition of the building to make room for the Smithfield Way Extension, and a second by Ms. Sutton, the motion was passed, with Mr. Rouse casting the only dissenting vote.

Mr. Ellis then gave an update on the Woodmen Waterpark. He stated the WWP had far exceeded its anticipated membership and is currently at 2,563 members. They have had over 8,000 visitors at the waterpark, and sometimes they have to turn folks away. They have leased the adjoining Ram Neuse property and will have a tram next year to take folks from that property to the waterpark. Mr. Ellis said he is currently looking to raise an additional \$2 million dollars in order to construct a wave pool and a speed slide. With the success of the waterpark, other counties are looking to install their own, so we need to move now to get ahead of the curve. He is hopeful he will have the money raised by October, so work can be completed by next summer.

Item No. 22 was a Resolution Approving Citizens to Boards, Commissions, Etc.

<u>BOARD/COMMITTEE/COMMISSION</u>	<u>APPLICANT/CURRENT MEMBER</u>	<u>TERM EXPIRATION</u>
Eastern Carolina Workforce Development	Keith Montgomery <b>1st Appearance</b>	June 2015
North Carolina's Eastern Region	Michael Hill <b>1st Appearance</b>	June 2017

Since this was the first appearance for both candidates, no action was taken.

Item No. 23 was Other Items: Items from County Manager/County Attorney/Commissioners/Public Comments There were no other items.

Item No. 24 was an add-on Resolution Approving and Authorizing Purchase: One (1) Used 2005 Volvo VHD Roll-off Truck: Apex Equipment Company: \$79,900. Mr. Hollowell addressed the Board and told them Tom Miller, Solid Waste Director, had been searching for a new or used roll-off truck for over a year. He currently has two (2) Sterling trucks with 200,000+ miles and an old Volvo truck with over 400,000 miles. Mr. Miller was able to find an used 2005 Volvo VHD roll-off truck in West Palm Beach Florida with a company that specializes in reconditioned roll-off trucks. Everything on this truck is set up just like his other trucks, so it would be a perfect fit. Mr. Miller and Mr. Stallings found only three minor things wrong, and the company will fix those at no extra charge. This truck will also come with a 2 year-200,000 mile drive-train warranty. If allowed to purchase this truck, it will serve as a backup truck for the Solid Waste Division. The old Volvo truck will be sold as is. Management explored the option of purchasing a new truck, but the cost would be almost twice the cost of this reconditioned one. The money for this truck was budgeted in FY 12-13, but because it was not spent, it was budgeted again in FY 13-14. Upon a motion by Ms. Sutton and a second by Mr. Daughety, Item No. 24 was unanimously approved.

Item No. 25 was a Resolution Honoring Connie Herring. Ms. Brown read the resolution recognizing and acknowledging Ms. Herring for her years of service. Ms. Herring said she would like to thank the commissioners and the Department of Social Services for allowing her the opportunity to hopefully improve the lives of children in Lenoir County. She stated she would now spend time with her grandchildren.

### **CLOSED SESSION**

Mr. Davis declared a closed session at approximately 5:14 p.m. and the following cited: Number four (4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by Lenoir County and Number five (5) To establish or instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price or other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other materials terms of an employment contract or proposed employment contract.. Upon a motion by Mr. Rouse and a second by Ms. Sutton, the Board moved out of closed session at approximately 5:48 p.m.

### **OPEN SESSION**

Mr. Davis stated a couple of items were discussed in closed session, but no action was taken.

Upon a motion by Mr. Rouse and a second by Ms. Brown, the meeting was adjourned at approximately 5:50 p.m.

Respectfully Submitted,

Reviewed By,

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Martha H. Martin  
Deputy Clerk

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Michael W. Jarman  
County Manager

**INTRODUCED BY:** Michael Jarman, County Manager **DATE:** 08/05/2013 **ITEM NO.:** 4

**RESOLUTION:** Approving the Releases and Refunds to the Individuals Listed Herein

**SUBJECT AREA:** Finance

**ACTION REQUESTED:** Approval of Releases and Refunds as Prepared

**HISTORY/BACKGROUND:**

Releases and refunds result from listing and assessing due to incorrect and incomplete information.

**EVALUATION:**

Taxpayers will or have overpaid taxes. Board action rectifies the mistake.

**RELEASES OVER \$100**

Year	Name	Account	Amount	Reason
2012	Stallings, Timothy Paul	41470	\$187.76	Corrected Listing

**Refunds**

Year	Name	Account	Amount	Reason
2012	Fordham, James	38313	\$115.24	Keying Error

**MANAGER'S RECOMMENDATION:**

Approval of releases as set out above.

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECOND \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS \_\_\_\_\_

YEA VOTES: Davis \_\_\_\_\_ Brown \_\_\_\_\_ Best \_\_\_\_\_ Daughety \_\_\_\_\_  
Hill \_\_\_\_\_ Rouse \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
Reuben J. Davis., Chairman      08/05/13  
Date

\_\_\_\_\_  
ATTEST      08/05/13  
Date

Item NO. 5

BUDGET ORDINANCE AMENDMENT: FINANCE/INSPECTIONS: \$2,500. INCREASE



**LENOIR COUNTY, NORTH CAROLINA**  
**BUDGET AMENDMENT REQUEST**

FY 2013 - 2014  
 Appropriations

Budget Amendment # \_\_\_\_\_  
 Date Approved \_\_\_\_\_

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
GENERAL FUND		FINANCE/INSPECTIONS DEPARTMENT		VARIOUS	
<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>REVENUES</b>			<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>EXPENDITURES</b>		
Account # and Title	Amount	Account # and Title	Amount		
<b>INCREASE</b>		<b>INCREASE</b>			
10-3991-9910 FUND BALANCE APPROPRIATED	2,500.00	10-4350-3530 VEHICLES REPAIR/MAINTENANCE	2,500.00		
Total	2,500.00	Total	2,500.00		

**Reason and Justification for Request:**  
 TO BUDGET INSURANCE PROCEEDS RECEIVED FROM ARGONAUT GREAT CENTRAL INSURANCE COMPANY ON 6/4/2013 IN THE AMOUNT OF \$3,116.13 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. THIS MONEY WAS ACTUALLY RECEIVED AND PLACED IN MISCELLANEOUS INSURANCE AND VEHICLE REPAIRS-INSPECTIONS IN FY 12-13. AN ADDITIONAL CHECK IN THE AMOUNT OF \$903.43 WAS SENT DIRECTLY TO THE BODY SHOP BY ARGONAUT GREAT CENTRAL INSURANCE COMPANY ON JUNE 28, 2013 A SHERIFF'S VEHICLE WAS ALSO AT THE BODY SHOP AND WAS IN BETTER OVERALL CONDITION THAN THE INSPECTIONS VEHICLE. THE INSURANCE MONEY WAS USED TO REPAIR THE SHERIFF'S VEHICLE RATHER THAN THE INSPECTIONS VEHICLE, AND WILL BE TRANSFERRED TO INSPECTIONS. THE AMOUNT BEING APPROPRIATED IS THE ACTUAL REPAIR COST LESS THE INSURANCE CHECK HELD BY THE BODY SHOP.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Martha H. Martin</i>	7/30/13	<i>Martha H. Martin</i>	7/30/13
Budget Officer Approval	Date		
<i>Michael W. Jernan</i>	8/1/13		
Board Approval ( When Applicable)	Date	Date of Minutes	

**PROCLAMATION  
HONORING SOCIAL SERVICES EMPLOYEES**

- WHEREAS,** March is Professional Social Work Month; and,
- WHEREAS,** April is Eligibility Professionals Appreciation Month; and,
- WHEREAS,** April 24, 2013 is Administrative Professionals Appreciation Day; and,
- WHEREAS,** August is Child Support Workers Appreciation Month; and,
- WHEREAS,** dedicated men and women with the Lenoir County Department of Social Services provide services and support for thousands of our citizens; and,
- WHEREAS,** these Social Services professionals accomplish many goals in their daily work; they provide financial and medical assistance for those unable to meet basic needs; protect children, older adults and the disabled; guide the needy toward self-maintenance through education and job placement; assure that children receive financial support from their parents who are legally responsible for that support; offer services to children, older adults; administrative support for program operations; and,
- WHEREAS,** Social Services professionals are dedicated to improving the quality of life for the citizens of Lenoir County. They also strive to improve the delivery of services and to operate social services programs as efficiently and effectively as possible; and,
- WHEREAS,** The Honorable Pat McCrory, Governor of the State of North Carolina, issues proclamations honoring Social Services Employees as denoted above;
- THEREFORE,** The Lenoir County Board of County Commissioners, hereby proclaim **Wednesday, August 21, 2013, as Social Services Employees Appreciation Day** for staff at the Lenoir County Department of Social Services and we set aside the hours of 11:30 A.M. to 1:30 P.M. on this day for a picnic in honor of an appreciation for the Lenoir County Social Services Employees.

**LENOIR COUNTY BOARD OF COUNTY COMMISSIONERS**

\_\_\_\_\_  
Mr. Reuben Davis, Chairman

Date: August 5, 2013

\_\_\_\_\_  
Clerk to the Board

BUDGET ORDINANCE AMENDMENT: TRUST & AGENCY FUND:FINANCE/ INNOVATIVE APPROACH TO LITERACY: \$2,550.00 INCREASE



**LENOIR COUNTY, NORTH CAROLINA**  
**BUDGET AMENDMENT REQUEST**

FY 2013 - 2014  
 Appropriations

Budget Amendment # \_\_\_\_\_  
 Date Approved \_\_\_\_\_

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
TRUST AND AGENCY		FINANCE/INNOVATIVE APPROACH TO LITER		VARIOUS	
<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>REVENUES</b>			<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>EXPENDITURES</b>		
Account # and Title	Amount	Account # and Title	Amount		
<u>INCREASE</u>		<u>INCREASE</u>			
70-3991-9910 FUND BALANCE APPROPRIATED	2,550.00	70-5831-6000 GRANT-HIGH SCOPE EXPENSES	2,550.00		
Total	2,550.00	Total	2,550.00		

**Reason and Justification for Request:**  
 TO ROLL FORWARD UNEXPENDED FUNDS FROM THE INNOVATIVE APPROACH TO LITERACY GRANT THAT WAS AWARDED TO COOPERATIVE EXTENSION IN FY 12-13.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Marcela H. Martin</i>	7/31/2013	<i>Marcela H. Martin</i>	7/31/2013
Budget Officer Approval	Date		
<i>Michael G. Jarman</i>	8/1/13		
Board Approval (When Applicable)	Date	Date of Minutes	

**INTRODUCED BY:** Michael W. Jarman, County Manager **DATE:** 08/05/13 **ITEM NO.:** 8A.

**RESOLUTION:** AUTHORIZING AN INCREASE TO THE MAPPING SOFTWARE MAINTENANCE CONTRACT WITH GEOSPATIAL TECHNOLOGIES: COMMUNICATIONS DIVISION: EMERGENCY TELEPHONE FUND: \$5,875.00

**SUBJECT AREA:** Purchases/Bids

### **ACTION REQUESTED**

The Board is requested to authorize an increase to the mapping software maintenance contract with GeoSpatial Technologies: Communications Division: Emergency Telephone Fund: in the amount of \$5,875.00.

### **HISTORY/BACKGROUND**

The Lenoir County Emergency Service Department – Communications Division must maintain an up-to-date mapping system in order to remain Phase II compliant. In order for this Division to accurately map and locate all callers in the Counties of Lenoir and Jones, including Wireless Phase II calls, it is necessary to have a computerized mapping solution. This mapping solution allows the Communications division to locate a wireless phase II caller and to plot that caller on a map, allowing the Telecommunicator to efficiently and effectively dispatch the appropriate responder in a timely manner.

### **EVALUATION:**

Lenoir County Emergency Service Department – Communications Division must maintain an up-to-date mapping system in order to remain Phase II compliant. The Lenoir County Board of Commissioners approved the Geospatial Technologies Maintenance Contract, Resolution 18C – June 17, 2013, in the amount of \$21,120.00. Whenever the resolution was prepared in June for the blanket purchase orders, the exact amount had been finalized. The \$5,875 represents the difference in estimated and actual invoice amount. This money will be funded from the E 911 Telephone Fund balance.

**MANAGER'S RECOMMENDATION:**

Respectfully recommend approval.

\_\_\_\_\_  
Initials

**RESOLUTION: NOW THEREFORE, BE IT RESOLVED** by the Lenoir County Board of Commissioners that an increase in the mapping maintenance contract with GeoSpatial Tehnologies is approved in the amount of \$5,875.00.

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECOND \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS \_\_\_\_\_

YEA VOTES: Rouse \_\_\_\_\_ Sutton \_\_\_\_\_ Brown \_\_\_\_\_ Davis \_\_\_\_\_

Hill \_\_\_\_\_ Best \_\_\_\_\_ Daughety \_\_\_\_\_

\_\_\_\_\_  
Rueben J. Davis, Chairman      08/05/13  
Date

\_\_\_\_\_  
ATTEST      08/05/13  
Date



**LENOIR COUNTY, NORTH CAROLINA**  
**BUDGET AMENDMENT REQUEST**

FY FY: 13-14  
 Appropriations

Budget Amendment # \_\_\_\_\_  
 Date Approved \_\_\_\_\_

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
EMERGENCY TELEPHONE SYSTEM		EMERGENCY TELEPHONE (E911)		VARIOUS	
Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>REVENUES</b>			Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>EXPENDITURES</b>		
Account # and Title		Amount	Account # and Title		Amount
<b>INCREASE</b>			<b>INCREASE</b>		
24-3991-9910	FUND BALANCE APPROPRIATED	5,875.00	24-4320-6900	CONTRACTED SERVICES	5,875.00
Total		5,875.00	Total		5,875.00

**Reason and Justification for Request:**

BUDGET AMENDMENT TO APPROPRIATE FUNDS TO COVER THE ADDITIONAL COST OF THE INTERFACE SOFTWARE AND THE TRACKER SERVER SOFTWARE FOR THE 911 CENTER, NOT INCLUDED IN THE ORIGINAL QUOTE.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Roger J. Jail</i>	7.24.13	<i>Martha H. Martin</i>	7-30-2013
Budget Officer Approval	Date		
<i>MW Juman</i>	8/1/13		
Board Approval ( When Applicable)	Date	Date of Minutes	
		APPROVED 6.18.13 ITEM 18C	

BUDGET ORDINANCE AMENDMENT: GENERAL FUND: PROCESS FUNDS: \$5,986.07 INCREASE



**LENOIR COUNTY, NORTH CAROLINA**  
**BUDGET AMENDMENT REQUEST**

FY 2013 - 2014  
 Appropriations

Budget Amendment # \_\_\_\_\_  
 Date Approved \_\_\_\_\_

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
GENERAL		PROCESS FUNDS		Various	
Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>REVENUES</b>			Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>EXPENDITURES</b>		
Account # and Title		Amount	Account # and Title		Amount
<u>INCREASE</u>			<u>INCREASE</u>		
10-3991-9910	FUND BALANCE APPROPRIATED	5,986.07	10-4201-6042	COOP EXT-COMMUNITY TRANSFORMATI	5,986.07
Total		5,986.07	Total		5,986.07

**Reason and Justification for Request:**  
 TO BRING FORWARD UNEXPENDED FUNDS FROM THE COOPERATIVE EXTENSION COMMUNITY TRANSFORMATION GRANT. A TOTAL OF \$9,415.27 WAS RECEIVED IN FY 2012-2013, AND WAS TO BE USED TO SUPPORT ACCESS TO HEALTHY LOCAL FOODS, BY PROVIDING MARKETING AND SUPPLIES TO THE LENOIR COUNTY FARMERS' MARKET AND LCFM ANNEX. ONLY \$3,429.20 OF THAT MONEY RECEIVED WAS EXPENDED IN FY 12-13, SO THE BALANCE OF \$5,986.07 IS BEING ROLLED FORWARD.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Martha H. Martin</i>	<i>7/31/2013</i>	<i>Martha H. Martin</i>	<i>7/31/2013</i>
Budget Officer Approval	Date		
<i>Mill Jarman</i>	<i>8/1/13</i>		
Board Approval ( When Applicable)	Date	Date of Minutes	



**LENOIR COUNTY, NORTH CAROLINA**  
**BUDGET AMENDMENT REQUEST**

FY 2013 - 2014  
Appropriations

Budget Amendment # \_\_\_\_\_  
Date Approved \_\_\_\_\_

Distribution - Finance Office:

FUND	DEPARTMENT	LINE ITEM DESCRIPTION
GENERAL	FINANCE / SHERIFF	VARIOUS
<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>REVENUES</b>		<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>EXPENDITURES</b>
Account # and Title	Amount	Account # and Title Amount
<b>INCREASE</b>		<b>INCREASE</b>
10-3991-9910 FUND BALANCE APPROPRIATED	8,421.93	10-4310-3980 SCAAP EXPENSES 8,421.93
Total	8,421.93	Total 8,421.93

**Reason and Justification for Request:**

BUDGET AMENDMENT TO ROLL FORWARD UNEXPENDED FUNDS FROM THE STATE CRIMINAL ALIEN ASSISTANCE PROGRAM (SCAAP) FROM PRIOR FISCAL YEARS IN THE AMOUNT OF \$8,421.93. IF ANY FUNDS ARE RECEIVED IN THIS FISCAL YEAR, THEY WILL BE BUDGETED AT THAT TIME. THESE FUNDS ARE RECEIVED FROM THE U.S. DEPT. OF JUSTICE, OFFICE OF JUSTICE PROGRAMS, AND ARE GIVEN TO HELP OFFSET EXPENSES INCURRED BY THE COUNTY IN HOUSING UNDOCUMENTED CRIMINAL ALIENS OR ALIENS OF UNKNOWN LEGAL STATUS, WHO HAVE BEEN CONVICTED OF AT LEAST ONE FELONY OR TWO MIDMEANORS AND HAVE BEEN INCARCERATED DURING THE REPORTING PERIOD OF THE AWARD. BY LAW, THESE FUNDS ARE RESTRICTED FOR USE BY THE SHERIFF.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Martha H. Martin</i>	7/30/2013	<i>Martha H. Martin</i>	7/30/2013
Budget Officer Approval	Date		
<i>[Signature]</i>	8/1/13		
Board Approval ( When Applicable)	Date	Date of Minutes	

BUDGET ORDINANCE AMENDMENT: GENERAL FUND:PROCESS FUNDS: \$11,183.97 INCREASE



**LENOIR COUNTY, NORTH CAROLINA**  
**BUDGET AMENDMENT REQUEST**

FY 2013 - 2014

Appropriations

Budget Amendment # \_\_\_\_\_

Date Approved \_\_\_\_\_

Distribution - Finance Office:

FUND	DEPARTMENT	LINE ITEM DESCRIPTION
GENERAL FUND	PROCESS FUNDS	VARIOUS
<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>REVENUES</b>		<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>EXPENDITURES</b>
Account # and Title	Amount	Account # and Title
<u>INCREASE</u>		<u>INCREASE</u>
10-3991-9910 FUND BALANCE APPROPRIATED	11,183.97	10-4201-6034 COOP EXT - SHIP GRANT 11,183.97
Total	11,183.97	Total 11,183.97

**Reason and Justification for Request:**  
 BUDGET AMENDMENT TO RE-APPROPRIATE SHIP GRANT FUNDS NOT EXPENDED IN PREVIOUS YEARS. FROM FISCAL YEAR 2006-2007 THROUGH FISCAL YEAR 2012-2013, A TOTAL OF \$30,158.84 IN REVENUE HAS BEEN RECEIVED. OF THAT AMOUNT RECEIVED, ONLY \$18,974.87 HAS BEEN EXPENDED. THIS LEAVES A TOTAL OF \$11,183.97 OF SHIP GRANT FUNDS TO BE ROLLED FORWARD INTO FISCAL YEAR 2013-2014.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Martha H. Martin</i>	7/30/2013	<i>Martha H. Martin</i>	7/30/2013

Budget Officer Approval	Date
<i>MW/arn</i>	8/1/13

Board Approval ( When Applicable)	Date	Date of Minutes
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**LENOIR COUNTY, NORTH CAROLINA**  
**BUDGET AMENDMENT REQUEST**

FY 2013 - 2014

Appropriations

Budget Amendment # \_\_\_\_\_

Date Approved \_\_\_\_\_

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
GENERAL FUND		PROCESS FUNDS		VARIOUS	
<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>REVENUES</b>			<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>EXPENDITURES</b>		
Account # and Title		Amount	Account # and Title		Amount
<u>INCREASE</u>			<u>INCREASE</u>		
10-3329-3622	GRANT-PESTICIDE TRUST FUND	9,568.00	10-4201-6031	PESTICIDE TRUST GRANT	9,568.00
10-3991-9910	FUND BALANCE APPROPRIATED	1,796.10	10-4201-6031	PESTICIDE TRUST GRANT	1,796.10
Total		11,364.10	Total		11,364.10

**Reason and Justification for Request:**  
 TO ROLL FORWARD FROM FUND BALANCE, FUNDS RECEIVED IN PRIOR YEARS FOR THE PESTICIDE TRUST GRANTS 05 AND 06 THE COUNTY RECEIVED \$12,500 IN FY 05-06 FOR THE 05 PESTICIDE GRANT. OF THAT AMOUNT, \$211.43 REMAINED UNSPENT AT JUNE 30, 2007. THE COUNTY RECEIVED AN EXTRA AWARD OF \$2,000 IN FY 06-07 FOR THE PESTICIDE TRUST GRANT - 06. THEN IN FY 07-08, \$161.80 OF THE 05 GRANT WAS SPENT LEAVING A BALANCE TO ROLL FORWARD IN FY 08-09 OF \$49.63. NONE OF THE 2005 GRANT MONEY WAS SPENT IN FY 08-09, LEAVING ALL OF THE \$49.63 TO ROLL FORWARD IN FY 09-10. IN FY 07-08, \$212.72 OF THE 06 GRANT WAS SPENT, LEAVING A BALANCE TO ROLL FORWARD IN FY09-10 OF \$1,782.01. IN FY 09-10 \$35.54 OF THE 2005 GRANT WAS SPENT, LEAVING A TOTAL IN THAT GRANT OF \$14.09, AND \$1,782.01 IN THE 2006 GRANT. NO FUNDS WERE RECEIVED OR EXPENDED IN FY10-11, FY 11-12 or FY 12-13, SO THE SAME AMOUNT OF FUNDS WILL ROLL FORWARD INTO FY 13-14. THEN IN FY 13-14 COOP EXT WAS NOTIFIED IT WOULD RECEIVE \$9,568. FOR ANOTHER PESTICIDE GRANT, WHICH WAS APPROVED ON 7/15/13-ITEM #6. THIS ADDITIONAL APPROPRIATION IS BEING INCORPORATED INTO THIS BUDGET AMENDMENT. ALSO, ALL OF THE DIFFERENT YEAR GRANTS ARE BEING COMBINED INTO ONE REVENUE AND EXPENDITURE LINE IN ORDER TO BETTER TRACK.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Marcia H. Martin</i>	7/30/13	<i>Marcia H. Martin</i>	7/30/13
Budget Officer Approval	Date		
<i>MW</i>	8/1/13		
Board Approval ( When Applicable)	Date	Date of Minutes	



**LENOIR COUNTY, NORTH CAROLINA  
BUDGET AMENDMENT REQUEST**

FY 2013 - 2014  
Appropriations

Budget Amendment # \_\_\_\_\_  
Date Approved \_\_\_\_\_

Distribution - Finance Office:

FUND	DEPARTMENT	LINE ITEM DESCRIPTION
GENERAL	FINANCE/SOCIAL SERVICES	VARIOUS
<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>REVENUES</b>		<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>EXPENDITURES</b>
Account # and Title	Amount	Account # and Title Amount
<b>INCREASE</b>		<b>INCREASE</b>
10-3991-991 FUND BALANCE APPROPRIATED	13,147.00	10-5363-4975 FEDERAL ADOPTION INCENTIVE FUN
		13,147.00
Total	SUBTOTAL 13,147.00	Total
		SUBTOTAL 13,147.00

**Reason and Justification for Request:**  
 TO BRING FORWARD UNEXPENDED FY12-13 FUNDS FROM THE FEDERAL ADOPTION INCENTIVE FUND AND BUDGET IN FY13-14. THE LENOIR COUNTY DEPT. OF SOCIAL SERVICES RECEIVED THESE FUNDS IN FY04-05. THESE FUNDS CAN ONLY BE USED TO ENHANCE THE ADOPTION PROGRAMS TO SECURE HOMES FOR HARD TO PLACE CHILDREN. THERE IS NO TIME LIMIT ON THE EXPENDITURE OF THE FUNDS. THE ACTUAL AMOUNT TO ROLL FORWARD FROM FY12-13 WAS \$18,147, BUT \$5,000 HAD BEEN BUDGETED IN ERROR - THIS IS THE NET DIFFERENCE.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Martha H. Martin</i>	<i>7/30/2013</i>	<i>Martha H. Martin</i>	<i>7/30/2013</i>

Budget Officer Approval	Date
<i>MWJ</i>	<i>8/1/13</i>

Board Approval (When Applicable)	Date	Date of Minutes

BUDGET ORDINANCE AMENDMENT: GENERAL FUND: PROCESS FUNDS: \$21,360.50 INCREASE



**LENOIR COUNTY, NORTH CAROLINA**  
**BUDGET AMENDMENT REQUEST**

FY 2013 - 2014  
Appropriations

Budget Amendment # \_\_\_\_\_  
 Date Approved \_\_\_\_\_

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
GENERAL FUND		PROCESS FUNDS		10-3991-9910 FUND BALANCE APPROPRIATED 10-4201-6403 EMPG SUPPLEMENTAL	
<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>REVENUES</b>			<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>EXPENDITURES</b>		
Account # and Title	Amount	Account # and Title	Amount		
<u>INCREASE</u>		<u>INCREASE</u>			
10-3991-9910 FUND BALANCE APPROPRIATED	21,360.50	10-4201-6403 EMPG SUPPLEMENTAL	21,360.50		
Total	21,360.50	Total	21,360.50		

**Reason and Justification for Request:**  
 TO BRING FORWARD UNEXPENDED FUNDS FROM THE EMPG GRANT FOR FISCAL YEARS 2008-2009 THROUGH 2012-2013. FROM FISCAL YEAR 2008-2009 UNTIL 2012-2013, A TOTAL OF \$72,401.47 HAS BEEN RECEIVED IN REVENUES, WITH ONLY \$51,040.97 BEING EXPENDED. THIS LEAVES A BALANCE OF \$21,360.50 TO BE ROLLED FORWARD INTO FY 2013-2014.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Martha H. Martin</i>	7/30/2013	<i>Martha H. Martin</i>	7/30/2013
Budget Officer Approval	Date		
<i>MW</i>	8/1/13		
Board Approval ( When Applicable)	Date	Date of Minutes	

BUDGET ORDINANCE AMENDMENT: GENERAL FUND:FINANCE/ HEALTH DEPT: \$28,603. INCREASE



**LENOIR COUNTY, NORTH CAROLINA**  
**BUDGET AMENDMENT REQUEST**

FY 2013 - 2014  
 Appropriations

Budget Amendment # \_\_\_\_\_  
 Date Approved \_\_\_\_\_

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
GENERAL FUND		FINANCE/HEALTH:ANIMAL CONTROL		VARIOUS	
Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/>			Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/>		
<b>REVENUES</b>			<b>EXPENDITURES</b>		
Account # and Title	Amount	Account # and Title	Amount		
<u>INCREASE</u>		<u>INCREASE</u>			
10-3991-9910 FUND BALANCE APPROPRIATED	28,603.00	10-5182-3500 MAINT/REPAIR BLDGS/GRNDS	28,603.00		
Total		28,603.00	Total	28,603.00	

**Reason and Justification for Request:**  
 TO BRING FORWARD UNEXPENDED FUNDS FROM THE HEALTH DEPARTMENT'S LINE FOR MAINTENANCE AND REPAIRS OF THE BUILDINGS AND GROUNDS AT THE SPCA CENTER. A TOTAL OF \$20,000 WAS BUDGETED IN FY 11-12, AND \$7,982. WAS ROLLED FORWARD FROM FY 10-11, GIVING A BALANCE OF \$27,982. FOR FY 11-12. ONLY \$12,224.56 OF THAT AMOUNT WAS SPENT IN FY11-12, SO THE BALANCE OF \$15,758. IS BEING ROLLED FORWARD INTO FY12-13. AT THE END OF FY 12-13, THERE WAS A BALANCE OF 28,602.51 TO BE ROLLED OVER INTO FY 13-14.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Marta H. Martin</i>	<i>7/30/2013</i>	<i>Marta H. Martin</i>	<i>7/30/2013</i>
Budget Officer Approval	Date		
<i>M.A. Jarman</i>	<i>8/1/13</i>		
Board Approval ( When Applicable)	Date	Date of Minutes	

BUDGET ORDINANCE AMENDMENT: GENERAL FUND: PROCESS FUNDS: \$39,000. INCREASE



**LENOIR COUNTY, NORTH CAROLINA**  
**BUDGET AMENDMENT REQUEST**

FY 2013-2014  
 Appropriations

Budget Amendment # \_\_\_\_\_  
 Date Approved \_\_\_\_\_

Distribution - Finance Office:

FUND	DEPARTMENT	LINE ITEM DESCRIPTION
GENERAL	PROCESS FUNDS	VARIOUS
<b>Check One Box</b> New Appropriation: <input type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>REVENUES</b>		<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>EXPENDITURES</b>
Account # and Title	Amount	Account # and Title Amount
INCREASE		INCREASE
10-3402-3637 GRANT-8TH JUDICIAL DISTR COMMUN INTERV PF	39,000.00	10-4201-6363 8TH JUDICIAL DISTR COMMUN INTERV GRANT 39,000.00
Total	39,000.00	Total 39,000.00

**Reason and Justification for Request:**  
 BUDGET AMENDMENT TO ROLL FORWARD FUNDS FROM THE NC DEPT OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION (DJJDP). THIS GRANT WAS AWARDED IN FY 2012-2013 FOR A PERIOD BEGINNING NOVEMBER 1, 2012 AND ENDING OCTOBER 31, 2013. THIS IS THE BALANCE OF UNEXPENDED FUNDS AND IS A PASS THROUGH GRANT. THIS WAS ADDITIONAL FUNDING AWARDED TO COVER THE THREE COUNTY REGION OF THE 8TH JUDICIAL (WAYNE, GREENE & LENOIR) TO SERVE ADDITIONAL CLIENTS.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Martha H. Martin</i>	7/30/2013	<i>Martha H. Martin</i>	7/30/2013

Budget Officer Approval	Date
<i>MW/Armen</i>	8/1/13

Board Approval ( When Applicable)	Date	Date of Minutes
-----------------------------------	------	-----------------



**LENOIR COUNTY, NORTH CAROLINA**  
**BUDGET AMENDMENT REQUEST**

FY 2013-2014  
Appropriations

Budget Amendment # \_\_\_\_\_  
 Date Approved \_\_\_\_\_

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
GENERAL		HEALTH		VARIOUS	
<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>REVENUES</b>			<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>EXPENDITURES</b>		
Account # and Title	Amount	Account # and Title	Amount		
INCREASE		<b>Increase</b>			
Pregnancy Care Management		10-5170-2900	Other Supplies	\$	32,915.00
10-3509-4204	\$ 40,860.00	10-5170-3110	Travel	\$	2,198.00
Decrease		10-5170-3111	Registration	\$	300.00
Fund Balance Approp.		10-5170-3210	Communications	\$	3,076.00
10-3991-9910	(1,371.00)	10-5170-3250	Postage		1,000.00
<b>Total</b>	<b>39,489.00</b>	<b>Total</b>		<b>\$</b>	<b>39,489.00</b>

**Reason and Justification for Request:**  
 Increase to Pregnancy Care Management Funds for three months reserve.

Department Head Approval	Date	Finance Officer Approval	Date
<i>[Signature]</i>	7/20/13	<i>[Signature]</i>	7/29/2013
Budget Officer Approval	Date		
<i>[Signature]</i>	7/29/13		
Board Approval ( When Applicable)	Date	Date of Minutes	

**INTRODUCED BY:** Michael Jarman, County Manager **DATE:** 08/05/2013 **ITEM NO.** 18A.

**RESOLUTION:** Approving Sheriff Chris Hill to Purchase (9) L3 In-Car Cameras and Related Hardware: \$56,272

**SUBJECT AREA:** FINANCIAL

**ACTION REQUESTED:**

The Board is requested to approve this resolution allowing Sheriff Chris Hill to purchase (9) L3 Mobile Vision in-car cameras and all related hardware.

**HISTORY / BACKGROUND:**

For many years, the Sheriff's Office has been utilizing in-car cameras to record events that occur inside of and in front of Sheriff's Office patrol cars. These cameras are an invaluable tool which provides incontrovertible information for internal review and substantial evidence in a court of law. The Sheriff's Office is now in its 3<sup>rd</sup> generation of in-car cameras. The Office has gone from videotape cameras to digital cameras with removable hard drives and now to digital cameras that wirelessly transmit the data back to servers within the courthouse.

**EVALUATION:**

The deputies that are assigned to LaGrange were provided "VisionHawk" cameras that were fully funded by the Town of LaGrange. The company that created and supported these cameras fell into bankruptcy leaving the Sheriff's Office with no support and non-functioning cameras. The Sheriff's Office began a transition to L3 cameras which is produced and supported by Mobile Vision. Mobile Vision is a billion dollar business and government contractor, operating in the United States. The Town of LaGrange budgeted for the acquisition of (9) L3 in-car cameras and all of the peripheral hardware and software to transmit the data back to the Lenoir County courthouse. The total cost of the project is \$56,272. The Town of LaGrange will reimburse the County for the project, monthly, during this fiscal year.

The Sheriff respectfully requests that the Board of Commissioners authorize the Sheriff to execute a purchase order with L3 Mobile Vision to purchase (9) L3 in-car cameras and related hardware.

**MANAGER'S RECOMMENDATION:**

Respectfully Request Approval.

\_\_\_\_\_  
Initials

**RESOLUTION: NOW THEREFORE BE IT RESOLVED** by the Lenoir County Board of Commissioners that the Sheriff is authorized to execute a purchase order with Mobile Vision for the purchase of (9) L3 in-car cameras and related hardware.

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECOND \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS \_\_\_\_\_

YEA VOTES: Rouse \_\_\_\_\_ Sutton \_\_\_\_\_ Brown \_\_\_\_\_ Davis \_\_\_\_\_

Hill \_\_\_\_\_ Best \_\_\_\_\_ Daughety \_\_\_\_\_

\_\_\_\_\_  
Rueben J. Davis, Chairman      08/05/13  
Date

\_\_\_\_\_  
ATTEST      08/05/13  
Date

BUDGET ORDINANCE AMENDMENT: GENERAL FUND: SHERIFF'S DEPARTMENT: \$56,272. INCREASE



**LENOIR COUNTY, NORTH CAROLINA**  
**BUDGET AMENDMENT REQUEST**

FY 2013 - 2014  
 Appropriations

Budget Amendment # \_\_\_\_\_  
 Date Approved \_\_\_\_\_

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
GENERAL FUND		FINANCE/SHERIFF DEPARTMENT		VARIOUS	
Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>REVENUES</b>			Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>EXPENDITURES</b>		
Account # and Title	Amount	Account # and Title	Amount		
<u>INCREASE</u> 10-3431-4113 SHERIFF-REIMB-LAGRANGE	56,272.00	<u>INCREASE</u> 10-4310-5100 CAPITAL OUTLAY-EQUIPMENT	56,272.00		
Total		56,272.00	Total		56,272.00

**Reason and Justification for Request:**

BUDGET AMENDMENT TO COVER THE COST OF REPLACING THE OLD VISION HAWK CAMERAS IN THE TOWN OF LAGRANGE VEHICLES, WITH THE NEW L3 CAMERAS. THIS MONEY WILL BE REIMBURSED TO THE COUNTY BY THE TOWN OF LAGRANGE.

Department Head Approval	Date	Finance Officer Approval	Date
		<i>Martha H. Martin</i>	7/29/2013
Budget Officer Approval	Date		
<i>MW Jarman</i>	8/1/13		
Board Approval (When Applicable)	Date	Date of Minutes	

Item NO. 19

BUDGET ORDINANCE AMENDMENT: GENERAL FUND: FINANCE/SHERIFF: \$214,886. INCREASE



**LENOIR COUNTY, NORTH CAROLINA**  
**BUDGET AMENDMENT REQUEST**

FY 2013 - 2014  
 Appropriations

Budget Amendment # \_\_\_\_\_  
 Date Approved \_\_\_\_\_

Distribution - Finance Office:

FUND	DEPARTMENT	LINE ITEM DESCRIPTION	
GENERAL FUND	FINANCE/SHERIFF	10-3991-9910 FUND BALANCE APPROPRIATED	10-4310-3970 CIVIL PROCESS SERVICE EXPENSE
<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/>		<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/>	
<b>REVENUES</b>		<b>EXPENDITURES</b>	
Account # and Title	Amount	Account # and Title	Amount
<u>INCREASE</u>		<u>INCREASE</u>	
10-3991-9910 FUND BALANCE APPROPRIATED	214,886.00	10-4311-3970 CIVIL PROCESS SERVICE EXPEN.	214,886.00
Total	214,886.00	Total	214,886.00

**Reason and Justification for Request:**  
 TO BRING FORWARD UNEXPENDED SHERIFF'S CIVIL PROCESS SERVICE FEES FROM PRIOR YEARS. THE LAW REGARDING FEES FOR CIVIL PAPERS SERVED BY THE SHERIFF'S DEPARTMENT CHANGED IN SEPTEMBER 2004. THE AMOUNT CHARGED FOR FEES HAS INCREASED FROM \$5 TO \$15 AND NOW TO \$30. 50% OF THE AMOUNT COLLECTED **SHALL BE USED BY THE SHERIFF'S DEPARTMENT** FOR THE ENHANCEMENT OF THE SERVICE OF CIVIL PAPERS. THIS PROCESS WILL HAVE TO BE DONE EACH YEAR TO BRING FORWARD THE UNEXPENDED FUNDS INTO THE NEW FISCAL YEAR.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Marta H. Martin</i>	7/30/13	<i>Marta H. Martin</i>	7/30/13
Budget Officer Approval	Date		
<i>MW Jarman</i>	8/1/13		
Board Approval ( When Applicable)	Date	Date of Minutes	

Item NO. 20



**LENOIR COUNTY, NORTH CAROLINA**  
**BUDGET AMENDMENT REQUEST**

FY 2013-2014 PAGE 1 OF 2

Appropriations

Budget Amendment # \_\_\_\_\_

Date Approved \_\_\_\_\_

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION		
CAPITAL IMPROVEMENTS		ECONOMIC DEVELOPMENT COMMUNITY DEVELOPMENT BUILDINGS AND GROUNDS		VARIOUS		
<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>REVENUES</b>			<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>EXPENDITURES</b>			
Account # and Title	Amount	Account # and Title	PAGE 1 OF 2	Amount		
<b>INCREASE</b>		<b>INCREASE</b>				
40-3991-9910 FUND BALANCE APPROPRIATED	2,499,713.00	40-4920-3500 INDUSTRIAL PARK IMPROVEMENTS		65,000.00		
-		40-4920-5821 WATER/SEWER INFRASTRUCTURE		100,000.00		
		40-4920-5824 MASTER BRANDS PROJ-COUNTY COST		700.00		
		40-4920-5830 HANGER AGREEMENT		132,000.00		
		40-4920-5846 SMITHFIELD-DELI		121,000.00		
		40-4920-5850 EXISTING INDUSTRIES PROGRAM		10,000.00		
		40-4920-5862 DUPONT-SORONA-COUNTY		76,250.00		
		40-4920-5872 SANDERSON-PROCESSING		6,000.00		
		40-4920-5873 SANDERSON-HATCHERY		4,800.00		
		40-4920-5874 SANDERSON-FEED MILL		16,250.00		
		40-4920-5886 DOPACO II		37,450.00		
		40-4920-5888 ELECTROLUX II		15,680.00		
		40-4920-5890 SPIRIT-BETA		167,285.00		
		40-4920-5895 MASTERBRANDS CABINETS		744.00		
		40-4920-5899 SEWER PROJECT-SMITHFIELD FOODS		766,000.00		
		40-4920-5900 INDUS DEV: ENGINEER / DESIGN		75,000.00		
		<b>CONTINUED ON PAGE 2</b>				
Total	SUBTOTAL	2,499,713.00	Total	SUBTOTAL	1,594,159.00	
<b>Reason and Justification for Request:</b> TO ROLL FORWARD AND DISTRIBUTE PRIOR YEARS UNEXPENDED ECONOMIC DEVELOPMENT, COMMUNITY DEVELOPMENT, AND BUILDINGS & GROUNDS FUNDS INTO THE APPROPRIATE EXPENDITURE LINES IN THE CAPITAL IMPROVEMENT FUND FOR THE FISCAL YEAR 2013-2014.						
Department Head Approval		Date	Finance Officer Approval		Date	
Budget Officer Approval		Date				
Board Approval ( When Applicable)		Date	Date of Minutes			

Item 20. Pt. 2



## LENOIR COUNTY, NORTH CAROLINA

### BUDGET AMENDMENT REQUEST

FY 2013-2014      PAGE 2 OF 2  
 \_\_\_\_\_  
 Appropriations

Budget Amendment # \_\_\_\_\_  
 Date Approved \_\_\_\_\_

Distribution - Finance Office:

FUND	DEPARTMENT	LINE ITEM DESCRIPTION	
CAPITAL IMPROVEMENTS	ECONOMIC DEVELOPMENT COMMUNITY DEVELOPMENT BUILDINGS AND GROUNDS	VARIOUS	
<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b style="text-align: center;">REVENUES</b>		<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b style="text-align: center;">EXPENDITURES</b>	
Account # and Title	Amount	Account # and Title	Amount
CONT'D FROM PAGE 1	2,499,713.00	PAGE 2 OF 2 CONT'D FROM PAGE 1	1,594,159.00
		<b>INCREASE</b>	
		40-4920-5903 GTP SEWER EXTENSION	100,000.00
		40-4920-7103 SHELL BLDG #3 PRINCIPAL	92,105.00
		40-4930-5101 PARKS AND RECREATION CAPITAL	44,480.00
		40-4930-5115 SOCCER COMPLEX	245,280.00
		40-4930-5116 COMMUNITY REVITALIZATION	20,000.00
		40-4930-5120 ADOPT A TRAIL GRANT	1,196.00
		40-4935-5800 RE-ROOFING HVAC	113,888.00
		40-4935-5801 BUILDING UPGRADES	144,925.00
		40-4935-5807 MGR / FIN / MIS / COC PROJECT	50,000.00
		40-4935-5810 OSHA COMPLIANCE EXPENSES	15,000.00
		40-4935-5850 ACQUISITION-BUILDINGS	170,785.00
		<b>DECREASE</b>	
		40-4920-7203 SHELL BLDG #3 INTEREST	-92,105.00
<b>Total</b>	<b>2,499,713.00</b>	<b>Total</b>	<b>2,499,713.00</b>
<b>Reason and Justification for Request:</b>			
TO ROLL FORWARD AND DISTRIBUTE PRIOR YEARS UNEXPENDED ECONOMIC DEVELOPMENT, COMMUNITY DEVELOPMENT, AND BUILDINGS & GROUNDS FUNDS INTO THE APPROPRIATE EXPENDITURE LINES IN THE CAPITAL IMPROVEMENT FUND FOR THE FISCAL YEAR 2013-2014.			
Department Head Approval		Finance Officer Approval	
Date		Date	
Budget Officer Approval		Date	
Board Approval ( When Applicable)		Date of Minutes	

Finance Office - Copy

Department - Copy

Administration - Copy

**INTRODUCED BY:** Michael Jarman, County Manager **DATE:** 08/05/13 **ITEM NO.:** 21

**RESOLUTION:** Approving Mileage Reimbursement Rate Increase for County Employees from 55.5¢ per mile to 56.5¢ per mile Effective August 1, 2013

**SUBJECT AREA:** Financial

**ACTION REQUESTED:**

The Board is requested to increase the mileage reimbursement rate for County Employees who are required to use their personal vehicles in the delivery of County Government services from 55.5¢ to 56.5¢ per mile- the IRS maximum.

**HISTORY/BACKGROUND:**

Lenoir County has historically adjusted its mileage reimbursement rate for employees using their personal vehicles to the IRS established rate. In recent years the IRS has increased and decreased the mileage rate and Lenoir County has responded accordingly. In 2008, the IRS increased the mileage rate from 50.5¢ to 58.5¢ and we implemented the new rate. It was later reduced in 2008 to 55¢ and we reduced our rate accordingly. In 2009, the rate was adjusted from 55¢ to 50¢ and we did likewise. In 2010, the IRS rate was increased from 50¢ to 51¢ and Lenoir County increased its rate to 51¢ in January of that year. On July 1, 2011, the IRS increased the mileage rate from 51¢ to 55.5¢ and we increased our rate accordingly. The IRS bases these standard mileage rates on a study conducted each year by Runheimer International of the fixed and variable costs of operating an automobile. An increase was announced by the IRS in January 2013 to 56.5¢ per mile. Administration was notified of the increase in July 2013 and drafted the following resolution.

**EVALUATION:**

Increasing the mileage rate will lessen the burden of increased gas prices on County Employees who are required to use their personal vehicles in the delivery of County Government Services. This will require no additional funding requests for Fiscal Year 13-14.

**MANAGER'S RECOMMENDATION:**

Respectfully recommend approval.

\_\_\_\_\_  
Initial

**RESOLUTION: NOW, THEREFORE BE IT RESOLVED** by the Lenoir County Board of Commissioners that the Lenoir County Board of Commissioners approves an increase in Mileage Reimbursement for County Employees from 55.5¢ to 56.5¢ cents per mile effective August 1, 2013.

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECOND \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS \_\_\_\_\_

YEA VOTES: Brown \_\_\_\_\_ Daughety \_\_\_\_\_ Best \_\_\_\_\_ Davis \_\_\_\_\_

Hill \_\_\_\_\_ Rouse \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
Reuben J. Davis Chairman

08/05/13  
Date

\_\_\_\_\_  
ATTEST

08/05/13  
Date

Item NO. 22A.



## County of Lenoir

---

Office of the  
Tax Administrator

Drawer 3289  
Kinston, N.C. 28502

July 25, 2013

Reuben J. Davis, Chairman  
Lenoir County Board of Commissioners  
PO Drawer 3289  
Kinston, NC 28502

Dear Mr. Davis:

Re: Annual Settlement of Property Taxes Collected for Fiscal Year 2012-2013

As required by North Carolina General Statute 105-373, attached is the annual settlement of all property taxes collected for the County of Lenoir for the fiscal year 2012-2013 and prior fiscal years from 2002.

Enclosed is the required list of persons owning real property whose taxes for the preceding fiscal year remain unpaid and the principal amount owed by each person.

A second required list of persons not owning real property, whose personal property taxes for the preceding fiscal year remain unpaid and the principal amount owed by each person, is also enclosed. Attached to this list is a required report of insolvents and a request to declare these unpaid personal property taxes to be insolvent.

This settlement of both current and prior years taxes has been made to and is satisfactory with, the Finance Officer of Lenoir County.

Sincerely,

Darrell Parrish  
Lenoir County Tax Collector

---

Lenoir County Finance Officer

Copy: County Commissioners  
County Manager  
County Finance Officer

July 25, 2013

**2012 – 2013 Levy**

**CHARGES**

1. 2012 – 2013	\$33,321,020.58
2. Lien Cost and Interest Collected	<u>133,802.53</u>
<b>TOTAL</b>	<b>\$33,454,823.11</b>

**CREDITS**

1. Amount deposited in bank	\$31,634,153.85
2. Principal real tax owed	967,351.01
3. Amount of insolvent taxes owed (personal)	<u>853,318.25</u>
<b>TOTAL</b>	<b>\$33,454,823.11</b>

Percent Collected 94.56%

**Collection of Prior Years Taxes**

<u>Year</u>	<u>Levy</u>	<u>Taxes Collected</u>	<u>Percent Collected</u>	<u>Taxes Uncollected</u>
2011-2012	\$32,764,227	\$32,175,578	98.20%	\$588,649
2010-2011	30,491,319	30,208,323	99.07%	282,996
2009-2010	30,905,623	30,704,817	99.35%	200,806
2008-2009	29,820,535	29,640,654	99.40%	179,881
2007-2008	28,183,038	28,014,549	99.40%	168,489
2006-2007	28,326,904	28,165,870	99.43%	161,034
2005-2006	26,171,844	26,038,809	99.49%	133,035
2004-2005	25,162,015	25,011,692	99.40%	150,323
2003-2004	24,795,427	24,719,292	99.69%	76,135
2002-2003	24,264,195	24,190,753	99.70%	73,442

I, Darrell Parrish, do so solemnly swear that all statements and all figures shown in the Annual Report are correct to be best of my knowledge.

---

Darrell Parrish  
Lenoir County Tax Collector

This is to certify that Darrell Parrish personally appeared before me this 25th day of July, 2013 to sign this statement.

---

Rose T Fox

My commission expires November 7, 2014.

**INTRODUCED BY:** Michael Jarman, County Manager **DATE:** 08/05/2013 **ITEM NO.** 22B.

**RESOLUTION:** APPROVING 2012-2013 TAX COLLECTORS ANNUAL SETTLEMENT

**SUBJECT AREA:** Legal

**ACTION REQUESTED:** Approval of Tax Collector's 2012-2013 Annual Settlement

**HISTORY/BACKGROUND:**

The Tax Collector has worked diligently to collect all taxes due on real and personal property. This settlement provides documentation of these efforts.

**EVALUATION:**

Pursuant to NCGS 105-373 the Lenoir County Tax Collector is required to make a full settlement with the governing body for all taxes.

**MANAGER'S RECOMMENDATION:**

Respectfully recommend approval of resolution accepting Tax Collector's 2012-2013 Annual Settlement.

\_\_\_\_\_  
Initials

**AMENDMENTS:**

**RESOLUTION:**

WHEREAS, North Carolina General Statute 105-373 requires the Tax Collector to make full settlement with the governing body for all taxes, and

WHEREAS, The Tax Collector of Lenoir County has provided the Lenoir County Finance Officer and the Lenoir County Board of Commissioners a complete report of all taxes in his hands for collection.

NOW, THEREFORE, BE IT RESOLVED, BY The Lenoir County Board of Commissioners that: The Lenoir County Board of Commissioners accept and approve the settlement of taxes as submitted by the Lenoir County Tax Collector. The County Commissioners' approval does not release the Tax Collector or his bondsman of any liability or any shortage hereafter discovered, nor does it release him in any way of his duties to use all lawful means at his disposal to collect all delinquent taxes in his hand.

The Lenoir County Commissioners acknowledge with appreciation the diligent efforts of the Tax Collector that has resulted in a 94.56% collection for the fiscal year 2012-2013.

MOVED \_\_\_\_\_ SECOND \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS \_\_\_\_\_

YEA VOTES: Rouse \_\_\_\_\_ Sutton \_\_\_\_\_ Brown \_\_\_\_\_ Davis \_\_\_\_\_

Hill \_\_\_\_\_ Best \_\_\_\_\_ Daughety \_\_\_\_\_

\_\_\_\_\_  
Rueben J. Davis, Chairman

08/05/13  
Date

\_\_\_\_\_  
ATTEST

08/05/13  
Date

**REPORT OF INSOLVENTS**

To: Lenoir County Board of Commissioners

The undersigned tax collector respectfully reports that certain personal property taxes levied for the year 2012 remain uncollected, such uncollected taxes being set out on the attached list. Said taxes are not liens upon real estate. The undersigned tax collector has made diligent efforts to collect said taxes by use of remedies against personal property as provided by law but has been unable to locate sufficient property belonging to delinquent taxpayers out of which the taxes might be collected. In every instance in which the tax collector has been able to discover through diligent inquiry the existence of property belonging to delinquent taxpayers within other taxing units in North Carolina, the undersigned has proceeded under the provisions of G.S. 105-364.

The undersigned requests that the attached list of personal property taxes be declared insolvent and credited upon annual settlement.

This 25<sup>th</sup> day of July, 2013.

---

Darrell Parrish  
Lenoir County Tax Collector

This is to certify that Darrell Parrish personally appeared before me this 25<sup>th</sup> day of July, 2013 to sign this statement.

---

Rose T Fox

My commission expires November 7, 2014.

INTRODUCED BY: Michael Jarman, County Manager DATE: 08/05/2013 ITEM NO. 22D.

**RESOLUTION:** APPROVING INSOLVENT PERSONAL PROPERTY TAX LIST

**SUBJECT AREA:** Legal

**ACTION REQUESTED:**

Approval of resolution declaring all uncollected taxes on personal property as “insolvent.”

**HISTORY/BACKGROUND:**

All uncollected taxes on personal property (for persons who listed no real property) are declared “insolvent” after the close of the fiscal year. However, every remedy allowable by law will continue to be pursued toward collection of these taxes.

**EVALUATION:**

Pursuant to NCGS 105-373 the Tax Collector is required to provide a list of all persons whose personal property taxes for the preceding year remain unpaid and the amount owed by each. Upon receiving the report, the governing body of the taxing unit shall enter upon its minutes the names of persons owing taxes (but who listed no real property) whom it finds to be insolvent, and it shall by resolution designate the list entered into its minutes as the insolvent list to be credited to the Tax Collector in his settlement.

**MANAGER’S RECOMMENDATION:**

Respectfully recommend approval of resolution declaring persons with unpaid tax on personal property (and owning no real property) insolvent.

\_\_\_\_\_  
Initials

**AMENDMENTS:**

**RESOLUTION:** Now, therefore, be it resolved by the Lenoir County Board of Commissioners that the attached list of persons not owning real property whose personal property taxes remain unpaid be declared as the “insolvent list” to be credited to the Tax Collector in his annual settlement; and be it further resolved that this list be tiled as part of the minutes of this meeting with the Clerk of the Board.

MOVED \_\_\_\_\_ SECOND \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS \_\_\_\_\_

YEA VOTES: Rouse \_\_\_\_\_ Sutton \_\_\_\_\_ Brown \_\_\_\_\_ Davis \_\_\_\_\_

Hill \_\_\_\_\_ Best \_\_\_\_\_ Daughety \_\_\_\_\_

\_\_\_\_\_  
Rueben J. Davis, Chairman      08/05/13  
Date

\_\_\_\_\_  
ATTEST      08/05/13  
Date

**INTRODUCED BY:** Michael W. Jarman, County Manager    **DATE:** 8/05/13 **ITEM NO.** 23

**RESOLUTION:** Authorizing Emergency Repair of HVAC System in the Lenoir County Courthouse: Brady Trane Service, Inc.: \$15,359.

**SUBJECT AREA:** Purchases - Bids

**ACTION REQUESTED:** The Board is requested to authorize the emergency repair of the HVAC System in the Lenoir County Courthouse by Brady Trane Service, Inc. of Greensboro, N.C. in an amount not to exceed \$15,359.

**HISTORY/BACKGROUND:** On July 8, 2013, it was reported to the Lenoir County Maintenance Department that the air conditioning in the Lenoir County Courthouse was not cooling properly. Upon investigation, it was discovered that the HVAC system in the Courthouse Annex, which includes the District Courtrooms, Judges' offices, County Administration, Finance, Human Resources, and the Clerk of Court, was not supplying sufficient cool air to most areas of the building. Staff tested and checked chillers, pumps, and duct systems and could not locate the source of the problem. Staff contacted Brady Trane to diagnose and locate the problem with the system. It was determined that the chilled water coil was restricting airflow. Options were to replace the coil, at a cost of approximately \$150,000, or perform an extensive cleaning of the existing coil. This cleaning involved chemicals that required the building to be shut down or to be done after normal business hours. The cleaning would require several nights of chemical pressure washing to open up the needed airflow through the coil. Since there is no other way to ventilate the building, County Administration authorized the emergency cleaning of the existing coil.

**EVALUATION:** The County Maintenance Department contacted Brady Trane to analyze the problem with the HVAC system in the Courthouse Annex and determine the most cost-effective solution for the County. It was determined that the chilled water condenser coil was not allowing sufficient air flow for cooling. Options were to replace the coil, at a cost of approximately \$150,000, or to high pressure chemical wash the existing coil, outside of normal business hours and over a weekend, at a cost not to exceed \$15,359. In an effort to restore proper cooling to the Courthouse, as soon as possible and in the most cost efficient manner, County Administration authorized the emergency cleaning of the chilled water condenser coil.

Approval of this resolution will allow the encumbrance of funds and payment to the contractor for the emergency repair.

**MANAGER’S RECOMMENDATION:**

Respectfully recommend approval. \_\_\_\_\_

**RESOLUTION: NOW THEREFORE BE IT RESOLVED** by the Lenoir County Board of Commissioners that the emergency repair of the HVAC system in the Lenoir County Courthouse by Brady Trane Service, Inc., of Greensboro, N.C., in an amount not to exceed \$15,359, is approved.

Funding Source:      Capital Improvements Fund  
                                 Re-roofing - HVAC                      40-4935-5800

**AMENDMENTS:**

**MOVED** \_\_\_\_\_ **SECONDED** \_\_\_\_\_

**APPROVED** \_\_\_\_\_ **DENIED** \_\_\_\_\_ **UNANIMOUS**

**Yea Votes:** Davis \_\_\_ Brown \_\_\_ Best \_\_\_ Daughety \_\_\_ Hill \_\_\_

                 Rouse \_\_\_ Sutton \_\_\_

\_\_\_\_\_  
**Reuben J. Davis., Chairman**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Date



1915 North Church Street Greensboro, NC 27405

Date: 7/24/2013			
Attention: Mr. Michael Wiggins		Quote #: CM12059SVC Inside Sales: Carroll Miller	
Address: County of Lenoir PO Box 3289 Kinston, NC 28502		Job Location: Lenoir Co. Courthouse PO Box 3289 Kinston, NC	
Project: Clean Chilled Water Coil		Model #: CCDB6 Serial #: K82E47306	
Description: Clean Chilled Water Coil in Trane Penthouse Air Handling Unit			
Delivery Terms: FOB Factory, freight not included unless specified			
Payment Terms:	Net 30 Days	Total Net Price:	\$15,359.00
Clarifications and Exclusions: <ul style="list-style-type: none"> <li>• Sales tax is not included.</li> <li>• Freight is not included.</li> <li>• This proposal may be subject to fuel and material surcharges at the time of acceptance.</li> <li>• All work will be performed in compliance with all OSHA and customer safety guidelines.</li> <li>• Brady may withdraw this proposal and re-submit if not accepted within 30 days from issue date.</li> </ul>			
<b>Customer Acceptance</b>			
Customer Name:			
Customer Signature:		Date:	
Purchase Order No.:			

Please fax acceptance back to (336)274-0926, attention **Brady Inside Sales Department**  
 Or email acceptance to  
**Carroll Miller** at [cmiller@trane.com](mailto:cmiller@trane.com) or  
**Mischa Hamlet** at [mischa.hamlet@bradyservices.com](mailto:mischa.hamlet@bradyservices.com)



Brady is pleased to provide the enclosed proposal for your review and approval. This bid is based on information you provided to us per our site visit. Any revisions required at a later date will be subject to price review at that time. Our proposal is as follows:

**Scope of Work: Labor, material and equipment to accomplish the following services:**

- Clean chilled water coil in penthouse air handling unit during non-business hours at overtime rates; employing several methods to include chemical pressure washing, high volume flooding and other methods deemed necessary as this coil is essentially blocked.

**NOTE: Brady Trane Service cannot be held responsible on 100% success rate; hope to achieve 70% success rate.**

TOTAL QUOTED PRICE -----\$15,359.00 - Includes Service Call

NOTE: Above price does not include any coil repair, parts or refrigerant, if required.

**Should above price not be approved – purchase order will be required to invoice original service call of \$3,314.00**

Should you have any questions, please do not hesitate to contact me at 1-800-849-1915.

*Carroll Miller*  
*Customer Service Technical Support*

**Have you thought about these energy saving opportunities?  
Quick paybacks? Energy Rebates?**

	Installing an Airguard filter could yield 13% reduction in energy usage.
	Installing a Lumalier UVGI to your existing system to help disinfect and prevent mold and microbial growth on your coils and drain pans. Clean coils also reduce your fan energy bill.
	Replace fan inlet guide vanes or condenser water bypass with variable frequency drives and accrue significant energy savings.

# GENERAL TERMS AND CONDITIONS

**1. Acceptance** This proposal is subject to acceptance within fifteen days (15) days from submittal date and is subject to credit approval. Customer's acceptance of Services by Brady Services on this order will in any event constitute an acceptance by customer of these terms and conditions.

**2. Payment and Taxes** Payment is due upon receipt of Brady Services invoice. A service charge of 1½% on unpaid balances may be charged by Brady Services. In addition to the stated Service Fee, the Customer shall pay all taxes no legally required to by Brady Services with acceptable tax exemption certificates. Customer shall pay all costs (including attorneys' fees) incurred by Brady Services in attempting to collect amounts due. Any after-hours services shall be billed according to then prevailing overtime or emergency rates.

**3. Warranties.** (a) Brady Service material supplied is warranted be free from defect for a period of 12 months from date of start-up or replacement and Brady services obligation under this warranty is limited to repairing or replacing the defective part at its option; (b) workmanship is warranted (to have been properly performed) for a period of 90 days from completion and Brady Services obligation under this warranty is limited to correcting any improperly performed services.

**4. Indemnity and Liability.** Brady Services shall indemnify, defend and hold Customer harmless from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of Brady Services.

**5. Asbestos and Hazardous Materials.** Brady Services expressly exclude any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos or other hazardous materials (collectively, "Hazardous Materials"). Should Brady Services become aware of or suspect the presence of Hazardous Materials, Brady Services may immediately stop work in the affected area and shall notify Customer. Customer will be responsible for taking any and all action necessary to correct the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for any claims, liability, fees and penalties, and the payment thereof, arising out of or relating to any Hazardous Materials on or about the premises, not brought onto the premises by Brady Services. Brady Services shall be required to resume performance of the services only when the affected area has been rendered harmless.

**6. Insurance.** Brady Services maintains insurance in the following minimum amounts during the Term: Commercial General Liability – \$1,000,000 per occurrence; Automobile Liability – \$1,000,000 CSL; Workers Compensation – Statutory Limits. If Customer has requested to be named as an additional insured under Brady Services insurance policy, Brady Services will do so but only to the extent of Brady Services indemnity assumed under the indemnity provision contained herein. Trane does not waive any rights of subrogation.

**7. Performance.** Services will be performed during normal working hours with any overtime or emergency labor billed separately, unless otherwise agreed to in writing. Duty to perform under this agreement and the price hereof are subject to the approval of Brady Services. Upon disapproval of the credit department or upon the occurrence of any such event as aforesaid, Brady Services may delay performance or, at its option, renegotiate prices, terms and conditions with the Customer. If Brady Services and Customer are unable to agree on such revisions, this agreement shall be canceled without any liability, other than Customer's obligation to pay for services rendered by Brady Services to the date of cancellation.

**8. General.** This agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the subject matter hereof. If any part of this agreement is deemed to be unlawful, invalid, void or otherwise unenforceable, the rights and obligations of the parties shall be reduced only to the extent required to remove the invalidity or unenforceability. Customer may not assign, transfer, or convey this agreement, or any part hereof, without the written consent of Trane. Subject to the foregoing, this agreement shall bind and inure to the benefit of the parties hereto and their permitted successors and assigns. No modifications, additions or changes may be made to this agreement except in a writing signed by Trane.

**Applicable only in the United States:**

**9. Equal Employment Opportunity/Affirmative Action Clause.** Trane is a federal contractor which complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60, 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F. R. Part 60-741; and 38 U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250.

1-26.130-7 (0403)  
Supersedes 1-26.130-7 (1002)  
1-10.48 (0



Lenoir County  
Local Government

Mike Jarman <mjarman@co.lenoir.nc.us>

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## Fwd: AHU - clean chilled water coil

1 message

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**Mike Wiggins** <mwiggins@co.lenoir.nc.us>  
To: Mike Jarman <mjarman@co.lenoir.nc.us>

Wed, Jul 24, 2013 at 4:01 PM

----- Forwarded message -----

From: **Miller, Carroll** <Carroll.Miller@bradyservices.com>  
Date: Wed, Jul 24, 2013 at 3:58 PM  
Subject: RE: AHU - clean chilled water coil  
To: "Mischael Wiggins (mwiggins@co.lenoir.nc.us)" <mwiggins@co.lenoir.nc.us>  
Cc: "Copeland, Tim" <Tim.Copeland@bradyservices.com>, "Vigneaux, Dick" <Dick.Vigneaux@bradyservices.com>

Per my Service Technician – budget estimate to replace air handling unit \$150,000.00.

**Carroll Miller, Brady Trane Service, Inc., Customer Services Technical Support**  
**1-800-849-1915 or 1-336-378-0670 Ext. 6442      FAX 336-274-0926**  
**clmiller@trane.com or carroll.miller@bradyservices.com**

**Ask me about "EarthWise™ Systems"**

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**From:** Miller, Carroll  
**Sent:** Wednesday, July 24, 2013 12:01 PM  
**To:** 'mwiggins@co.lenoir.nc.us'  
**Cc:** Copeland, Tim; dick.vigneaux@bradyservices.com  
**Subject:** AHU - clean chilled water coil  
**Importance:** High

Michael, sorry for the delays; proposal attached to clean chilled water coil located at Lenoir Courthouse. Let me

know if you have any questions. As stated in quote – if repair is not approved; we will need P.O. number to invoice for original service call.

Have a great day.

**Carroll Miller, Brady Trane Service, Inc., Customer Services Technical Support**

**1-800-849-1915 or 1-336-378-0670 Ext. 6442 FAX 336-274-0926**

**clmiller@trane.com or carroll.miller@bradyservices.com**

**Ask me about “EarthWise™ Systems”**

**INTRODUCED BY:** Michael Jarman, County Manager **DATE:** 08/05/2013 **ITEM NO.** 24

**RESOLUTION:** Authorizing Acceptance of a Lenoir County Community Foundation Grant in the amount of \$1,000

**SUBJECT AREA:** Financial

**ACTION REQUESTED:**

To authorize acceptance of a Lenoir County Community Foundation grant in the amount of \$1,000.00. These dollars will support continued renovations and upgrades to the Lenoir County Farmers Market such as the parking lot and surrounding area.

**HISTORY/BACKGROUND:**

The Lenoir County Farmer's Market provides community access to local foods and produce through local farmers that produce fresh vegetables and other vendors that produce and provide other items such as homemade baked goods, fresh eggs, local honey, etc.

These dollars were allocated to begin the installation of a "Photovoltaic Solar Garden" in front of the Lenoir County Farmer's Market Annex. This garden will eventually (as funds allow) include the installation of solar panels atop arbors over seating areas, as well as the leveling of the area in front of the LCFM Annex and adding a porch which will be used for events associated with the LCFM and other surrounding attractions. Solar powering the Annex will not only significantly reduce utility fees; it will model best environmental construction practices and will provide a learning resource for youth and adults.

**EVALUATION:**

Project evaluation methods will include tracking progress in meeting the project's goals and timelines; and tracking project effectiveness, documenting economic impact, tracking vendor receipts, surveying shoppers. Photographic before-and-after records will visually evaluate the changes in the Market. The Market manager will continue to refine and use customer and vendor survey tools. The project documentation can serve as a model for other farmers markets.

**MANAGER'S RECOMMENDATION:**

\_\_\_\_\_  
Initials

**RESOLUTION: NOW THEREFORE BE IT RESOLVED** by the Lenoir County Board of Commissioners that Lenoir County Cooperative Extension Department be authorized to accept a Lenoir County Community Foundation Grant in the amount of \$1,000.00, **AND BE IT FURTHER RESOLVED THAT THIS** grant will be executed and managed by Tammy Kelly, County Extension Director, representing Lenoir County Cooperative Extension.

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECOND \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS \_\_\_\_\_

YEA VOTES: Davis \_\_\_\_\_ Brown \_\_\_\_\_ Hill \_\_\_\_\_ Sutton \_\_\_\_\_

Best \_\_\_\_\_ Daughety \_\_\_\_\_ Rouse \_\_\_\_\_

\_\_\_\_\_  
Reuben Davis, Chairman  
Lenoir County Board of Commissioners

08/05/13  
Date

\_\_\_\_\_  
ATTEST

08/05/13  
DATE

**INTRODUCED BY:** Michael Jarman, County Manager **DATE:** 08/05/2013 **ITEM NO.** 25

**RESOLUTION:** Authorizing Lenoir County Health Department to Pay Prior Year 2012-2013 and 2013-2014 Accreditation dues to North Carolina Association of Local Health Directors in the amount of \$5,397

**SUBJECT AREA:** Financial

2013-2013- 2,647.00

2013-2014- 2,750.00

10-5110-2900 Essential Services

**ACTION REQUESTED:**

The Board is asked to grant permission to Lenoir County Health Department to execute a purchase order to NCALHD (North Carolina Association of Local Health Directors) in the amount of \$5,397.00 using State Funds.

**HISTORY / BACKGROUND:**

Lenoir County Health Department is being billed per NC Association of Local Health Director to satisfy contract with North Carolina Institute of Public Health for accreditation and re-accreditation. Statute: 130-A 34.1 (F)

**EVALUATION:**

Utilizing these funds for this purpose will ensure future accreditation.

**MANAGER'S RECOMMENDATION:**

Respectfully Request Approval.

  
Initials

**RESOLUTION: NOW THEREFORE BE IT RESOLVED** by the Lenoir County Board of Commissioners to allow the Lenoir County Health Department to satisfy contract with NC Institute of Public Health for accreditation and re-accreditation.

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECOND \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS \_\_\_\_\_

YEA VOTES: Brown \_\_\_\_\_ Davis \_\_\_\_\_ Best \_\_\_\_\_ Daughety \_\_\_\_\_

Hill \_\_\_\_\_ Rouse \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
Reuben Davis, Chairman      08/05/13  
Date

\_\_\_\_\_  
ATTEST      08/05/13  
Date

**INTRODUCED BY:** Michael Jarman, County Manager **DATE:** 08/05/2013 **ITEM NO.** 26

**RESOLUTION:** Allowing Sheriff Chris Hill to Purchase an Uninterrupted Power Supply (UPS) for the New Jail: \$6,800

**SUBJECT AREA:** FINANCIAL

**ACTION REQUESTED:**

The Board is requested to approve this resolution allowing Sheriff Chris Hill to purchase a UPS system for the video visitation system in the new jail.

**HISTORY / BACKGROUND:**

The new and 1982 jail utilizes a video system to carry-out visitation between visitor's and inmates. The system saves time and greatly enhances safety in the jail in that visitation occurs within the confines of the inmates housing area. Visitors report to a public area within the new jail where a bank of video visitation units exists. There is no other area within the 1982 jail or the new jail to perform visitation for inmates.

**EVALUATION:**

The video visitation system was installed by Simplex Grinnell. On at least three different occasions the jail has experienced power surges or momentary power loss. The power loss and subsequent surges were created on the supply side (City Electrical System). Each time the power dropped or surged the video visitation units suffered as a result. This necessitated repairs by Simplex Grinnell which was time consuming and disrupted visitation.

In an effort to protect the video visitation system and to stabilize its operation, Simplex Grinnell has indicated that a 20 minute Uninterrupted Power Supply will provide continuous power to the video visitation system in the event of a power loss or a power surge. Simplex Grinnell provided a quote of \$6800 to purchase and install these UPS units. The funding for these units will come from the Sheriff's jail budget.

The Sheriff respectfully requests that the Board of Commissioners authorize the Sheriff to execute a purchase order with Simplex Grinnell to purchase and install these units.

**MANAGER'S RECOMMENDATION:**

Respectfully Request Approval.

\_\_\_\_\_  
Initials

**RESOLUTION: NOW THEREFORE BE IT RESOLVED** by the Lenoir County Board of Commissioners that the Sheriff is authorized to execute a purchase order with Simplex Grinnell to purchase a UPS system for the new jail.

Funding Account #: 10-4320-3520                      \$6,800

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECOND \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS

YEA VOTES: Rouse \_\_\_\_\_ Sutton \_\_\_\_\_ Brown \_\_\_\_\_ Davis \_\_\_\_\_

Hill \_\_\_\_\_ Best \_\_\_\_\_ Daughety \_\_\_\_\_

\_\_\_\_\_  
Rueben J. Davis, Chairman                      08/05/13  
DATE

\_\_\_\_\_  
ATTEST                      08/05/13  
DATE

**INTRODUCED BY:** Michael Jarman, County Manager **DATE:** 08/05/2013 **ITEM NO.** 27

**RESOLUTION:** Approving Sheriff Chris Hill to Reduce One Full-time Detention Office Position and Create (3) Part-time Positions within the Jail

**SUBJECT AREA:** PERSONNEL

**ACTION REQUESTED:**

The Board is requested to approve this resolution allowing Sheriff Chris Hill to reduce one full time position within the jail and create (3) part-time positions from the funding.

**HISTORY / BACKGROUND:**

The W.E. "Billy" Smith Detention Center was completed in March of 2013. This jail is capable of holding 200 inmates. The county continues to operate the older jail which was constructed in 1982, which will hold 85 inmates. There are 58 funded positions in the jail, most of which are detention officer positions. All but one position is now filled. While the jail operation runs well, there are many times that manpower becomes an issue, especially during times of mandatory training, vacation and sick leave for jail employees.

**EVALUATION:**

In a continuing effort to alleviate the strain of weak manpower coverage within the jails, the Sheriff needs to reduce one full time jail position and create (3) part-time civilian positions. These (3) civilian positions will work only within master control, which monitors and operates all exterior and interior doors of the jail excluding inmate housing areas. No part-time employee will work in excess of 1,000 hours per year and will not receive any full-time benefits. In the end this will save the county money.

The Sheriff respectfully requests that the Board of Commissioners authorize the HR Department of Lenoir County to reduce one vacant full-time jail position and create (3) part-time civilian positions within the jail.

**MANAGER'S RECOMMENDATION:**

Respectfully Request Approval.

\_\_\_\_\_  
Initials

**RESOLUTION: NOW THEREFORE BE IT RESOLVED** by the Lenoir County Board of Commissioners that the Lenoir County HR department is authorized to reduce one vacant full-time jail position to create (3) part-time civilian positions utilizing funds from the vacant full-time position. Further, Sheriff Hill is permitted to hire (3) part-time employees to fill these open part-time positions.

Funding Account #: 10-4320-1210

**AMENDMENTS**

MOVED \_\_\_\_\_ SECOND \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS \_\_\_\_\_

YEA VOTES: Rouse \_\_\_\_\_ Sutton \_\_\_\_\_ Brown \_\_\_\_\_ Davis \_\_\_\_\_

Hill \_\_\_\_\_ Best \_\_\_\_\_ Daughety \_\_\_\_\_

\_\_\_\_\_  
Rueben J. Davis, Chairman      08/05/13  
Date

\_\_\_\_\_  
ATTEST      08/05/13  
Date

**INTRODUCED BY:** Michael W. Jarman, County Manager    **DATE:** 8/05/13 **ITEM NO.** 28

**RESOLUTION:** Approving Endorsement of FY 2013-2014 Lenoir County Home and Community Care Block Grant Funding Plan in the amount of \$ 492,192.

**SUBJECT AREA:**    Financial

**ACTION REQUESTED:**

The Board is requested to endorse the revised FY 2012-2013 Lenoir County Home and Community Care Block Grant funding plan in the amount of \$ 492,192.

**HISTORY/BACKGROUND:**

The Home and Community Care Block Grant, effective July 1, 1992, is comprised of funding for in-home and community based services currently available through the Division of Aging as well as a portion of funding targeted for in-home and community based services previously administered by the North Carolina Division of Social Services. Older Americans Act funds constitute approximately 45% of Home and Community Care Block Grant funding and are intended to develop and enhance comprehensive and coordinated community based systems of services, opportunities and protections for older adults. Future funds appropriated by the General Assembly for this purpose will also be included in the Home and Community Care Block Grant. Area Agencies on Aging will fund county programs on aging through grant agreements with Boards of County Commissioners and community service providers.

The block grant gives County Commissioners maximum discretion in deciding how aging funds will be administered and budgeted in the county. By endorsing a local Funding Plan, Boards of County Commissioners will define the services to be provided, determine funding levels for services, and identify the community service providers to be involved with providing Home and Community Care Block Grant services.

Home & Community Care Block Grant funds provide services to the elderly population of Lenoir County by providing meals, Level I, II and III in-home care services, operating local senior centers, adult day care services and providing transportation. These funds are used by DSS and the local Council on Aging to provide senior services. The majority of the funds, \$361,941, are used by the Lenoir County Council on Aging.

**EVALUATION:**

Home Care Community Block Grant provides essential services such as providing meals, providing transportation, in-home aide care, adult day care and senior center operations to the elderly population of Lenoir County. HCCBG funds are 90% Federal and State funds requiring 10% County match.

**MANAGER'S RECOMMENDATION:**

Respectfully recommend approval

  
INITIALS

**ORDINANCE: NOW, THEREFORE BE IT ORDAINED** by the Lenoir County Board of Commissioners to endorse the FY 2013-2014 Lenoir County Home & Community Care Block Grant Funding Plan.

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECOND \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS \_\_\_\_\_

YEA VOTES: Brown \_\_\_\_\_ Davis \_\_\_\_\_ Best \_\_\_\_\_ Daughety \_\_\_\_\_

Hill \_\_\_\_\_ Rouse \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
Chairman                      08/05/13  
Date

\_\_\_\_\_  
ATTEST                      08/05/13  
DATE

**INTRODUCED BY:** Michael Jarman, County Manager **DATE:** 08/05/13 **ITEM NO.:** 29

**RESOLUTION:** APPROVING ECONOMIC DEVELOPMENT GRANT AGREEMENT:  
Pactiv, LLC: \$70,000.00

**SUBJECT AREA:** Economic Development

**ACTION REQUESTED:**

To approve the attached Industrial Development Grant Agreement between Lenoir County and Pactiv, LLC.

**HISTORY/BACKGROUND:**

Dopaco/Pactiv, LLC, announced and located in Lenoir County in August 1993. The company began operating in a 30,000 SF temporary facility while constructing a new 150,000 SF building located in the Hwy 70 West Industrial Park. Dopaco is a manufacturer of folding cartons, beverage cups, lids, carriers, nested cartons and dispensers, clamshells, food trays and paper plates for the fast food industry. Major customers are McDonald's, Burger King, Jack in the Box and Wendy's. Pactiv has expanded the 150,000 sf facility to a 300,000 sf. In August 2004 Cascades, Inc. completed the acquisition of Dopaco from founder Edward Fitts. In 2011, Dopaco was acquired by Pactiv, LLC. Pactiv, LLC, headquartered in Lake Forest, Illinois, is a leader in both consumer and foodservice/food packaging products. In North America, Pactiv has facilities in 18 states and employs over 12,000 people.

**EVALUATION:**

Pactiv, LLC. has been located in Lenoir County for over 15 years. Pactiv's announcement of a new expansion with a capital investment of \$3,250,000 million and 26 new jobs in Lenoir County, is coordinated with an announcement in Iredell County NC at another Pactiv location. Competition for this project was with the states of Georgia, Pennsylvania and Canada. The incentive grant is performance-based and will be distributed based upon the actual goals achieved and prorated if those goals are not met. The grant will be a total of \$70,000 and paid over a five (5) year period. Their performance will be reported to the Board on an annual basis.

**MANAGER'S RECOMMENDATION:**

Respectfully recommend approval.

\_\_\_\_\_  
Initials

**RESOLUTION: NOW THEREFORE BE IT RESOLVED** by the Lenoir County Board of Commissioners that the attached Economic Development Grant Agreement between Lenoir County and Pactiv, LLC, dated July 15, 2013 and incorporated by reference into this resolution, be approved.

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECOND \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS \_\_\_\_\_

YEA VOTES: Davis \_\_\_\_\_ Brown \_\_\_\_\_ Hill \_\_\_\_\_ Sutton \_\_\_\_\_  
\_\_\_\_\_ Daughety \_\_\_\_\_ Best \_\_\_\_\_ Rouse \_\_\_\_\_

\_\_\_\_\_  
Reuben Davis, Chairman  
Lenoir County Board of Commissioners

08/05/13  
Date

\_\_\_\_\_  
ATTEST

08/05/13  
DATE

STATE OF NORTH CAROLINA

COUNTY OF LENOIR

ECONOMIC DEVELOPMENT AGREEMENT

This **ECONOMIC DEVELOPMENT AGREEMENT** is executed as of this 5<sup>th</sup> day of August, 2013, by and between Pactiv, LLC, a Illinois limited liability company, headquartered at 1900 West Field Court Lake Forest, Illinois 60045 and having a place of business at 1447 Enterprise Blvd (“**Pactiv**”), Lenoir County, a political subdivision of the State of North Carolina, having its principal place of business at 130 South Queen Street, Kinston, NC 28501 (the “**County**”)

**WHEREAS**, Pactiv desires to install certain machinery and equipment in its existing facility in Lenoir County representing a total non-depreciated investment of at least \$3,250,000 in personal property, including machinery and equipment, and creating at least 26 new jobs in the County by December 31, 2013; and

**WHEREAS**, the County recognizes that Pactiv’s addition of these improvements will expand the tax base through increased ad valorem tax value created as a consequence of capital investment in machinery and equipment being brought into the County; and

**WHEREAS**, the County recognizes that a portion of the revenues generated as a consequence of this business expansion agreed to provide certain economic incentives to Pactiv in consideration of its business expansion and that such revenues be designated as an “Economic Development Grant” to Pactiv, in the amount of \$70,000; and

**WHEREAS**, the parties hereto wish to reduce their understanding regarding the details of the Economic Development Grant and Pactiv performance in writing;

**NOW, THEREFORE**, in consideration of the undertakings set forth herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Pactiv, and the County agree as follows:

**I. Economic Development Incentives.**

Pactiv will incur costs in certain machinery and equipment installed in its existing facility and the County will each realize economic benefits due to the expansion of tax base and the creation of jobs. As an incentive for Pactiv to invest in machinery and equipment its existing facility and in accordance with NCGS 158-7.1, the County shall provide to Pactiv the incentives set forth herein in accordance with the terms and conditions of this Agreement. The County shall provide an Economic Development Grant to Pactiv with an estimated value of \$70,000, with such a grant to be made available to Pactiv as set forth in Exhibit A.

- A. The County shall pay to Pactiv, in installments, a total grant of \$70,000 as shown on, and in accordance with terms and conditions described in, Exhibit A to this Agreement (the “**County Performance Grant**”);

## **II. Representations.**

The County represents and warrants that (a) it has the power and authority to bind itself to the requirements of this Agreement and (b) this Agreement is executed under the authority granted to the County under North Carolina General Statutes 158-7.1, The Local Development Act of 1925, as amended, and 1987 Sessions Laws, Chapter 1002, a Local Act applying to the County.

## **III. Miscellaneous Provisions.**

- A. Independent Agreement. This Agreement and the conditions hereof only relate to the provisions and grants from the County set forth herein and do not limit or affect other commitments made by the County, the State of North Carolina or other entities.
- B. Governing Law. This Agreement has been drafted and shall be interpreted under the laws of the State of North Carolina and in the event any provision is found to be unenforceable or unconstitutional, all other provisions shall remain in full force and effect.
- C. Binding Agreement. The parties hereto acknowledge that this Agreement and the foregoing actions and grants each represent binding contractual agreements among the parties hereto and that Pactiv is acting in reliance upon this Agreement and the provisions and grants provided herein in its decision as to whether it will expand its investment in Lenoir County, North Carolina.
- D. Assignment. This Agreement shall be assignable by Pactiv to any entity that is controlled by, controls or under common control with Pactiv or in the case of a sale of substantially all of the operating assets of the facility, this Agreement may be assigned to the purchaser of the facility.
- E. Survival. The contractual commitments provided for herein and made by the parties hereto shall be deemed to continue into the future, survive, and remain binding upon future elected officials to the full extent permitted under applicable law.
- F. Force Majeure. Pactiv shall not assume any responsibility for any event or failure to act that is due to any cause in whole or in part that is beyond Pactiv’s control, even if advised of same, foreseeable or in contemplation of the parties, including without limitation force majeure, the public enemy, fire, flood, earthquake, hurricane, strike or labor disputes, boycott, the inability to obtain raw materials, labor or transportation, the loss of any public or private supplied utilities, the regulations issued by any government or any of its agencies, acts of God, or any other cause similar or dissimilar to the foregoing.

- G. Entire Agreement. This writing contains the entire agreement between the parties hereto and may be amended only by a writing signed by all parties hereto.
- H. No Effect on Prior Agreement. The Investment to be made under this agreement shall not be considered to be additional operations or facilities qualifying for additional economic development incentives under prior agreement with Dopaco, a Pennsylvania Corporation, dated December 15, 2008. Except as specifically stated in the agreement, the terms of that prior agreement shall not be affected by this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

**Lenoir County**

**ATTEST:**

[Name] \_\_\_\_\_  
Chairman,  
Lenoir County Board of Commissioners

[Name]  
Clerk to the Board

**Pactiv, LLC**

By: Pactiv, LLC

Name: \_\_\_\_\_

\_\_\_\_\_ Manager

-

**EXHIBIT A**

**Performance Goals**

<b>Year</b>	<b>Annual Job Increase</b>	<b>Total Jobs in County</b>	<b>New Depreciated Capital Investment</b>	<b>Capital Investment Cumulative Totals</b>	<b>County Grant</b>	<b>County Grant Payment Year</b>
2013	26	275	\$3,250,000	\$3,250,000	\$16,500	\$ -0-
2014	0	275	0	\$0	\$15,500	\$ 16,500
2015	0	275	0	\$0	\$14,500	\$ 15,500
2016	0	275	0	\$0	\$12,500	\$ 14,500
2017	0	275	0	\$0	\$11,000	\$ 12,500
2018	0	275	0	\$0	\$0	\$ 11,000
<b>Totals</b>	<b>26</b>	<b>275</b>	<b>\$3,250,000</b>	<b>\$3,250,000</b>	<b>\$70,000</b>	<b>\$70,000</b>

**Calculation Methodology:**

Pactiv's performance against the above listed employment creation and capital investment goals shall be reviewed in September of each year, beginning in CY 2014. The total amount of capital investment as of January 1<sup>st</sup> of that year and the total number of jobs shall be calculated; each total shall be expressed as a percentage of the total projected goal for that category. The average of these two percentages shall be the percentage of the grant funds that shall be actually awarded in each calendar year. Should the percentage of the cumulative projected goal be less than 100% in any given year, the County shall accrue the amount of funds budgeted but unearned and such funds shall be paid out in the first year Pactiv attains in a given year at least 100% of its cumulative projected goal, in addition to the amount of funds budgeted for that year. The payments by the County, should owner be current in all tax payments and performance goals be met, shall be made by September 30th of each year beginning in 2014. This grant shall expire on December 31, 2018.

Example of Calculation Methodology:

Year	Total Jobs in County	Total Jobs Attained (%)	Capital Investment Cumulative Totals Goal	Actual Capital Investment
2013	230	(84%)	\$3,250,000	\$3,250,000 (100%)

Average % attained =  $(84\% + 100\%) \div 2 = 92\%$

Amount due from the County in 2014 =  $.92 \times \$16,500 = \$15,180$

**Definitions:**

**“Capital Investment”** shall be the ad valorem tax value of the property located in the County that is owned by Pactiv, its affiliates or financing entities where Pactiv or its affiliates maintain operational control of the property. Any disputes as to the calculation of Capital Investment shall be subject to mediation between senior executives of the applicable parties, or if such mediation is not successful, by an action at law or in equity.

**“Budget”** – Unless otherwise agreed in this Agreement, the County shall approve a budget for the specific grant amount offered to Pactiv by July 1st of each year that the respective grant is offered, for payment by the agreed-upon date.

**“Full time job”** shall mean a position requiring a minimum of 1,600 hours per year held by one employee in the County at the end of the respective calendar year.

**INTRODUCED BY:** Michael W. Jarman, County Manager **DATE:** 08/05/13 **ITEM NO.:** 30

**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>
Eastern Carolina Workforce Development	Keith Montgomery <b>2<sup>nd</sup> Appearance</b>	June 2015
North Carolina's Eastern Region	Craig Hill <b>2<sup>nd</sup> Appearance</b>	June 2017
Home and Community Block Grant Committee	Susan Hill Danielle Howell Carol Larkins <b>1<sup>st</sup> Appearance</b>	June 2016

**CURRENT VACANCIES:**

**Lenoir County Health Board – (1) Optometrist**

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

**MANAGER'S RECOMMENDATION:**

*mwj*  
Initials

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

BOARD/COMMITTEE/COMMISSION	APPLICANT/ CURRENT MEMBER	TERM EXPIRATION
Eastern Carolina Workforce Development	Keith Montgomery <b>2<sup>nd</sup> Appearance</b>	<b>June 2015</b>
North Carolina's Eastern Region	Craig Hill <b>2<sup>nd</sup> Appearance</b>	<b>June 2017</b>
Home and Community Block Grant Committee	Susan Hill Danielle Howell Carol Larkins <b>1st Appearance</b>	<b>June 2016</b>

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECOND \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS \_\_\_\_\_

YEA VOTES: Davis \_\_\_\_\_ Brown \_\_\_\_\_ Best \_\_\_\_\_ Daughety \_\_\_\_\_

Hill \_\_\_\_\_ Rouse \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
Reuben J. Davis., Chairman      08/05/13  
Date

\_\_\_\_\_  
ATTEST                      08/05/13  
Date



July 2, 2013

Michael Jarman  
County Manager  
P.O. Box 3289  
Kinston, NC 28502

Dear Mr. Jarman:

Thank you for the recent Board appointments of Bruce Parson and Debbie Beech Burrell to represent the private sector for Lenoir County. Unfortunately, we recently learned that Ms. Burrell has moved from the area and is no longer able to serve on our Board.

To fill this private sector vacancy, we are requesting that the Lenoir County Board of Commissioners consider appointing **Mr. Keith Montgomery, Human Resource Manager at West Pharmaceuticals**, who has agreed to serve on the Eastern Carolina Workforce Development Board.

Should you have any questions, please feel free to contact me at (252) 636-6901. Thank you for your continued support.

Sincerely,

Tammy Childers  
Executive Director

cc: Mr. Keith Montgomery



NORTH CAROLINA'S  
**EASTERN REGION**

nceast.org | visitnceast.org

3802 HWY. 58 N., KINSTON, NC 28504, USA  
P 252.523.2400 F 252.523.9017 800.474.8499

June 19, 2013

Mr. Mike Jarman  
Lenoir County Manager  
Post Office Box 3289  
Kinston, NC 28502

Dear Mike,

On June 30, 2013, the 4-year term for Mr. Craig Hill on North Carolina's Eastern Region Board will expire. Lenoir County may either reappoint Mr. Hill or appoint another representative to our Board. Please notify our office of your appointment decision by June 30, 2013 to ensure Lenoir County is adequately represented by our Board.

Sincerely,

John D. Chaffee  
President & CEO

cc: Craig Hill

**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:**

Home & Community Care Work Grant

(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: Susan Hill  
 Address: 2340 Mitchener Park Dr.  
 City/State/Zip: Kinston N.C 28501  
 Telephone: (Home) (252) 527-6728 (Work) (252) 522-7947  
 Occupation: Registered Nurse  
 Business Address: Lenoir Memorial Hospital, 100 Airport Rd, Kinston 28501  
 Age: (Optional): 65  
 Number hours available per month for this position: 2  
 Training: RN - Work with elderly & disabled as Case mgr - OAP program  
 Business and Civic Experience/Skills: Chair of HCCBA for 5 yr., Lenoir County Planning Board for 3 yr  
 Other County Boards/Committees/Commissions presently serving on: N/A  
 Expiration date of Term: Aug 2013

**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)       |
| K-9 (Kinston, Number 4 Fire Station)        | Trent 2 (Moss Hill Ruitan Building)    |
| Contentnea (Contentnea Ruitan Building)     | <u>Vance</u> (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.

Susan Hill  
Signature of Applicant

7/18/13  
Date

net  
7/13

# 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 HCCRBG Advisory Committee

(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: Danielle Howell  
 Address: 4547 Hunter Creek Drive  
 City/State/Zip: LaGrange, NC 28551  
 Telephone: (Home) 252-560-0801 (Work) 252-208-3790  
 Occupation: Volunteer Services Director @ Caswell Developmental Center  
 Business Address: 2415 West Vernon Ave. Kinston, NC 28504  
 Age: (Optional): 38  
 Number hours available per month for this position: 2  
 Training: BA Degree in Communication / work experience - 16+  
 Business and Civic Experience/Skills: Caswell Center Foundation Executive Director, Public Relations  
 Other County Boards/Committees/Commissions presently serving on: N/A  
 Expiration date of Term: 1/2016

### Circle your voting precinct

- |                                             |                                               |
|---------------------------------------------|-----------------------------------------------|
| K-1 (Carver Courts Recreation Center)       | <u>Institute (Institute Methodist Church)</u> |
| 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)           |
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| K-9 (Kinston Number 4 Fire Station)         | 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.

Danielle Howell

7/18/13

Signature of Applicant

Date

# 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 Co. HCCBG Advisory Committee

(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: Carol Larkins \* \* \* \* \*

Address: 2313 Stallings Dr.

City/State/Zip: Kinston NC 28504

Telephone: (Home) 252-526-8242 (Work) 252-559-6235

Occupation: Supervisor Adult & Family Support

Business Address: Lenoir Co DSS PO Box 6 Kinston 28502

Age (Optional): \_\_\_\_\_

Number hours available per month for this position: 3 Hrs

Training: HCCBG - In Home Aide Services Case Management

Business and Civic Experience/Skills: 19 years - Social Worker Experience.

Other County Boards/Committees/Commissions presently serving on: MC. Pre-K Committee  
Eastern Carolina Council Comm. Resources, LLC Basic Skills / BED / ADH Advisory Committee  
 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)       |
| <b>(K-9) (Kinston Number 4 Fire Station)</b> | 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)  |

RHA's Family Self-Sufficiency Committee

**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.

Carol Larkins  
Signature of Applicant

7/25/13  
Date