

MINUTES

LENOIR COUNTY BOARD OF COMMISSIONERS

August 21, 2017

The Lenoir County Board of Commissioners met in open session at 4:00 p.m. on Monday, August 21, 2017, in the Board of Commissioners' Main Meeting Room in the Lenoir County Courthouse at 130 S. Queen St., Kinston, NC.

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

Members Absent: Ms. Jackie Brown.

Also present were: Michael W. Jarman, County Manager, Joey R. Bryan, Assistant County Manager, Tracy Chestnutt, Finance Officer, Vickie F. King, Clerk to the Board, Robert Griffin, County Attorney, members of the general public and news media.

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

Mr. Hill thanked Mr. Rouse for serving on the Board of County Commissioners on the state level with the NC Association of County Commissioners for the past two (2) years. Serving on that board has taken a lot of his time, and we appreciate him representing our region very well.

Mr. Rouse thanked the commissioners for giving him the opportunity to serve as a commissioner on the state level. He stated it was very enlightening and he has learned a lot.

PUBLIC INFORMATION:

None

PUBLIC COMMENTS:

None

CONSENT AGENDA:

1. Approval of Minutes: Regular Board Meeting: August 7, 2017.

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

BUDGET ORDINANCE AMENDMENTS/RESOLUTIONS:

Item No. 2 was a Resolution Approving Presentation of Badge and Service Weapon to Retiring Deputy Willie Edgar McKeel, Jr. Sheriff Ingram stated Deputy Willie Edgar McKeel, Jr. began his law enforcement career with the Lenoir County Sheriff's Office on July 1, 2008.

Deputy McKeel has served his career with the Sheriff's Office in our Support Services Division working as a Court Deputy. Deputy McKeel has always been one of the most professional court deputies who is requested by numerous judges to work their court based upon his dedication to perfection in the courtroom. Deputy McKeel was a late starter in law enforcement, but has given Lenoir County over 7.5 years of professional service and has been instrumental in assuring courthouse security through his career. Due to his age, Deputy McKeel is able to retire from the County of Lenoir and NC Local Government Retirement System. North Carolina General Statute 20-187.2 gives authorization for the presentation of an officer's badge upon his retirement and also provides for the governing body, in its discretion, to present the retiring officer with his service weapon after he receives a handgun permit. Deputy McKeel has obtained a pistol purchase permit to allow legal transfer of this firearm. Keeping with past Lenoir County practices, retiring deputies with more than five years of service have been presented with their badge and service weapon. Upon a motion by Mr. Best and a second by Mr. Daughety, Item No. 2 was unanimously approved.

Item No. 3 was a Proclamation Honoring Fire Chief Brian Wade. Ms. Jerri King, EMS Assistant Director, read the proclamation. Upon a motion by Mr. Rouse and a second by Ms. Sutton, Item No. 3 was unanimously approved.

Mr. Jarman stated many years ago; he had the pleasure of surveying with Fire Chief Wade's father. If anyone knew him, they knew how he served and how proud he was about what he was doing. It is obvious, he instilled those same qualities in Fire Chief Wade, and now Fire Chief Wade has taken it to a whole new level, and he knows his dad would be very proud of him and his work.

Chief Wade stated he really enjoys what he does and he loves it with a passion. He is grateful, honored, and proud to receive the proclamation. He is not in it for the accolade's, and he hopes this helps the county as a whole because people are always looking. He has come up in the services and has learned a lot along the way just from being on the battle grounds, and their team is second to none. He appreciates the friendships he has with the board, and he appreciates each one. Chief Wade thanked the commissioners for the proclamation.

Item No. 4 was a Resolution Declaring Property as Surplus and Authorizing the Sale of Surplus Property by Auction. Ms. Jerri King, EMS Assistant Director, stated Lenoir County Emergency Services has a total of two (2) vehicles which have outlived their useful lives. These vehicles consist of two (2) cab and chassis from decommissioned ambulances. These vehicles are no longer of use to any county department. If authorized, these vehicles will be auctioned on GovDeals.com. Upon a motion by Mr. Davis and a second by Ms. Sutton, Item No. 4 was unanimously approved.

Item No. 5A was a Resolution Approving 2016-2017 Collectors Annual Settlement. Mr. Darrell Parrish, Tax Administrator, stated 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 2016-2017 and prior fiscal years from 2006. Available in the Lenoir County Tax Office is the required list of persons owning real and personal property whose taxes for the preceding fiscal year remain unpaid and the principal amount owed by each person. Also enclosed is a request to declare the unpaid personal property taxes to be insolvent.

This settlement of both current and prior year taxes has been made to and is satisfactory with, the Finance Officer of Lenoir County. Upon a motion by Ms. Sutton and a second by Mr. Daughety, Item No. 5A was unanimously approved.

Item No. 5B was a Resolution Approving Insolvent Personal Property Tax List. Mr. Darrell Parrish, Tax Administrator, stated tax collector respectfully reports that certain personal property taxes levied for the year 2016 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. Upon a motion by Ms. Sutton and a second by Mr. Daughety, Item No. 5B was unanimously approved.

Item No. 6 was a Resolution Authorizing Lenoir County Health Department to Execute a Purchase Order to Contract with Dell Marketing L.P.: \$6,238.15. Ms. Tracy Chestnutt, Finance Director, stated the Child Health Clinic is in need of four (4) laptop computers to maintain health records. In addition to their primary intended purpose of clinical and patient care use, they will also serve the business and legal needs of Lenoir County Health Department. The child health program requirements do not allow desk top computers due to safety, privacy and security reasons. Upon a motion by Mr. Davis and a second by Mr. Best, Item No. 6 was unanimously approved.

Item No. 7 was a Budget Ordinance Amendment: General Fund: Health: Adult Health Program: Increase: \$1,791. Ms. Tracy Chestnutt, Finance Director, stated the purpose of this amendment was to request additional funding to enhance latent tuberculosis (TB) infection (LTB) screening and treatment. These additional funds restore the local Health Department's funding to its 2015 and 2016 level for this activity and are now available due to recent federal approval of state's carryover funding request. Upon a motion by Mr. Daughety and a second by Mr. Best, Item No. 7 was unanimously approved.

Item No. 8 was a Budget Ordinance Amendment: General Fund: Health: Adult Health Program: Increase: \$3,810. Ms. Tracy Chestnutt, Finance Director, stated the purpose of this amendment was to increase State funds to support health promotions to support staff training on health equity and/or topics related to the FY17-18 Community Action Plan strategies and implement mass media or messaging campaigns promoting the FY17-18 community action plan strategies. Upon a motion by Mr. Best and a second by Mr. Daughety, Item No. 8 was unanimously approved.

Item No. 9 was a Budget Ordinance Amendment: General Fund: Health: WIC: Increase: \$4,675. Ms. Tracy Chestnutt, Finance Director, stated due to increases in per participant rate of funding provided to the local health department, they have enhanced its ability to continue with the objective of the special supplemental nutrition program for woman infants and children (WIC).

This will provide supplemental nutritious foods, nutrition education, and referrals to health care for low-income persons during critical periods of growth and development. Upon a motion by Mr. Best and a second by Ms. Sutton, Item No. 9 was unanimously approved.

Item No. 10 was a Budget Ordinance Amendment: General Fund: Health: WIC: Increase: \$4,688. Ms. Tracy Chestnutt, Finance Director, stated the purpose of this amendment was to support breastfeeding for infant nutrition. Upon a motion by Mr. Davis and a second by Mr. Best, Item No. 10 was unanimously approved.

Item No. 11 was a Budget Ordinance Amendment: General Fund: Health: WIC: Increase: \$7,290. Ms. Tracy Chestnutt, Finance Director, stated the purpose of this amendment was to increase funds to support breastfeeding for infant nutrition. Upon a motion by Mr. Best and a second by Mr. Davis, Item No. 11 was unanimously approved.

Item No. 12 was a Resolution Approving the Revisions of Lenoir County Transit Policies and the Adoption of Records Retention and Disposition Schedule for Public Transportation Systems. Ms. Angie Greene, Transit Director, stated On April 26, 2017, Lenoir County Transit had a Federal and State Compliance, Capacity and Proficiency Review (CCAP Review) with KFH Group, a contractor for the NCDOT/PTD who administers the reviews. CCAP reviews are to be done every three (3) years. However, one had not been done since 2010. Lenoir County Transit received the review findings from KFH Group on May 25 and were given 30 days to respond back to the review team with actions being taken from any deficiencies that were found. There were several deficiencies in our policies and procedures that were found. The review team allowed Lenoir County Transit time to revise existing policies or to create policies to become compliant with federal and state guidelines. Lenoir County Transit revised/created the following policies: ADA policy, Advertising Policy, Charter Policy, Fare Increase or Major Service Reduction Policy, Grants and Financial Management Policy, Travel Policy and School Bus Policy. Lenoir County Transit is also required to adopt the existing Records Retention and Disposition Schedule for Public Transportation Systems provided by the NC Dept. of Cultural Resources. Upon a motion by Mr. Rouse and a second by Mr. Daughety, Item No. 12 was unanimously approved.

Item No. 13 was a Resolution Approving the Advertising Contract: Lenoir County Cooperative Extension: Seniors' Health Insurance Information Program (SHIIP). Ms. Angie Greene, Transit Director, stated Seniors' Health Insurance Information Program (SHIIP) is a program that counsels Medicare beneficiaries and caregivers about Medicare, Medicare supplements, Medicare Advantage, Medicare Part D, and long-term care insurance. SHIIP counselors offer free, unbiased information regarding all of the Medicare health care products. SHIIP also helps people recognize and prevent Medicare billing errors and possible fraud and abuse through the North Carolina Senior Medicare Patrol (NCSMP). NCSMP is a preventive educational program whose goal is to reduce Medicare error, fraud, and abuse through statewide coordinated efforts of educational and promotional activities and encourage reporting of discrepancies by Medicare beneficiaries and caregivers to the NCSMP Program. Lenoir County Transit and SHIIP, sponsored by the Lenoir County Cooperative Extensive are asking for the Lenoir County Board of Commissioners evaluation and approval of the placement of advertisements on two (2) LCT vans.

Attached is a sample proof of the advertisement that will be placed on LCT vans upon the Board's approval. Based on a \$100/mo. for the first advertisement and \$50/mo. for each additional advertisement by LCT, the following revenues are anticipated for a twelve-month advertisement period. Upon a motion by Mr. Daughety and a second by Mr. Best, Item No. 13 was unanimously approved.

Item No. 14 was a Resolution Approving Application for FY2017-2018 Rural Operating Assistance Program (ROAP) totaling \$182,413: Elderly Disabled Transportation Assistance Program (EDTAP), \$76,354; Employment Transportation Assistance Program (EMP), \$15,698; and Rural General Public (RGP) Funding: \$90,361. Ms. Angie Greene, Transit Director, stated the Rural Operating Assistance Program (ROAP) for FY 2017-2018 consolidates several grants into one package. The ROAP funds are distributed through a formula based allocation. Lenoir County is eligible to receive funding for three (3) grants: Elderly and Disabled Transportation Assistance Program (EDTAP), Employment Transportation Assistance Program (EMP), and Rural General Public Transportation (RGP). EDTAP and EMP programs are 100% state funded and require no local match; RGP requires a minimum match of 10% local funds (RGP ticket sales). An application must be submitted to the North Carolina Department of Transportation/ Public Transportation Division (NCDOT/PTD) in order to receive the funds. The County is the only eligible applicant for ROAP funds. The County (ROAP recipient) is responsible for disbursing the funds. Upon a motion by Mr. Rouse and a second by Ms. Sutton, Item No. 14 was unanimously approved.

Item No. 15 was a Resolution Authorizing the Issuance of Blanket Purchase Order to Industrial Hydraulics: \$15,000. Mr. Hal Oliver, Landfill Manager, stated Lenoir County Solid Waste Department has an Excavator that is in need of emergency repair to its hydraulics pump and cylinder. These repairs will allow the Landfill to carry out daily routines and work activities. Upon a motion by Mr. Davis and a second by Mr. Best, Item No. 15 was unanimously approved.

Item No. 16 was a Resolution Authorizing the Issuance of Purchase Orders to Baker Waste Equipment, Inc.: \$40,476.30, and Grady Electric: \$8,500.00: Total: \$48,976.30. Mr. Hal Oliver, Landfill Manager, stated on 6/5/2017, Item #9 the board approved the acceptance of NCDENR Community Waste Reduction and Recycling Grant Fund that will allow the Landfill to purchase two (2) new compactors and pay for the installation of the compactors to be placed at two (2) of our convenience sites. Upon a motion by Mr. Daughety and a second by Mr. Rouse, Item No. 16 was unanimously approved.

Item No. 17 was a Budget Ordinance Amendment: Landfill: \$54,385.30. Mr. Hal Oliver, Landfill Manager, stated the purpose of this amendment was to appropriate funds received from a new grant to be used for the new compactors. Upon a motion by Ms. Sutton and a second by Mr. Daughety, Item No. 17 was unanimously approved.

Item No. 18 was a Resolution Authorizing Solid Waste Department to Contract with Leak & Associates, Inc.: \$169,700. Mr. Hal Oliver, Landfill Manager, stated Lenoir County Solid Waste Department is in need of a new floor for their transfer station.

We received quotes from three (3) companies and have gone with the lowest quote being Leak & Associates, Inc. Upon a motion by Ms. Sutton and a second by Mr. Daughety, Item No. 18 was unanimously approved.

Item No. 19 was a Budget Ordinance Amendment: Budget Amendment: General Fund: \$25,000. Ms. Tracy Chestnutt, Finance Officer, stated the purpose for this amendment was to revise the FY17-18 community intervention program budget to actual allocation approved by the state of \$95,000. Upon a motion by Mr. Davis and a second by Ms. Sutton, Item No. 19 was unanimously approved.

Item No. 20 was a Budget Ordinance Amendment: Budget Amendment: General Fund: \$37,300. Ms. Tracy Chestnutt, Finance Officer, stated the purpose for this amendment was to revise the FY16-17 revenue and expenditure budgets to reflect actual receipts and disbursements for ROD flood plain mapping fees and occupancy tourism tax. Upon a motion by Ms. Sutton and a second by Mr. Best, Item No. 20 was unanimously approved.

Item No. 21 was a Budget Ordinance Amendment: Budget Amendment: Employee Insurance Fund: Increase: \$145,000. Ms. Tracy Chestnutt, Finance Officer, stated the purpose for this amendment was to revise FY16-17 revenue budgets and transfer additional funds to the employee insurance fund. The employee insurance fund held a fund balance deficit of \$503,420.50 at FY15-16 year- end. The transfer is necessary to leave a positive fund balance in the employee insurance fund to avoid an audit exception. Upon a motion by Mr. Davis and a second by Mr. Best, Item No. 21 was unanimously approved.

Item No. 22 was a Budget Ordinance Amendment: Budget Amendment: General Fund: \$1,645,962. Ms. Tracy Chestnutt, Finance Officer, stated the purpose for this amendment was to appropriate funds to cover Hurricane Matthew related expense and increase the appropriate revenue budget to record anticipated revenue. Upon a motion by Ms. Sutton and a second by Mr. Davis, Item No. 22 was unanimously approved.

Mr. Best asked Ms. Chestnutt if the funds would be refunded back to the county by FEMA?

Ms. Chestnutt replied a majority of them would be and the county is in the process of working with FEMA to get the public project worksheets completed. The debris removal has already been completed, and most of that will be reimbursed with the exception of a small amount which was commercial debris. The state is working with them to get those additional funds.

Mr. Jarman stated for viewing audience he would like to explain. During the time of the storm debris began to stack up which created some commercial issues. The board was contacted and was told upfront that FEMA might not cover the additional clearing of debris. At that time board agreed that it needed to happen and if we needed to find ways to do so we would. That transaction was between Mr. Bryan and Ms. Chestnutt meeting with FEMA, and the board and Mr. Dail along with multiple phone calls. With so much going on, it took a lot to get to the point of approval and to understanding the fact that someone else might pay for it as well.

Mr. Hill stated he appreciates everyone that has been involved throughout the entire process. Also, that situation is a good example of the need to maintain a fund balance that protects this community from catastrophic events that may occur.

Item No. 23 was an Ordinance to Allow the Sale of Alcoholic Beverages Before Noon on Sundays at Licensed Premises. Mr. Griffin read the ordinance. Upon a motion by Ms. Sutton and a second by Mr. Best, Item No. 23 was approved with 1 dissenting vote by Mr. Daughety.

Item No.24 was a Resolution Approving Citizens to Boards, Commissions, Etc. Ms. Sutton stated since this was the first appearance for each applicant, no action is needed at this time.

Item No. 25 was items from the county manager Mike Jarman. Mr. Jarman stated the county received a bid for county owned property located at 401 Forbes Street, LaGrange, NC. The bid amount is for \$500.00, and at this time he would recommend the board to accept the bid as received. Upon a motion by Mr. Daughety and a second by Ms. Sutton, Item No 25 was unanimously approved.

Mr. Jarman stated Mr. Daughety asked for information regarding the sweepstakes ordinance. After speaking with Mr. O'Neal at the end of last week, he advised they are very close to having the ordinance ready for the board to review. Mr. O'Neal will be sending a draft of the ordinance to each commissioner via email. At that time if anyone has any concerns or question feel free to contact Gary O'Neal or Mr. Jarman so they can have it fined tuned and ready to present to the board by the next meeting.

CLOSED SESSION

Upon a motion by Ms. Sutton and a second by Mr. Daughety, a closed session was entered into at approximately 4:40 p.m. with the following cited: Number Two (2): To prevent disclosure of an honorary degree, scholarship, prize, or similar award.

OPEN SESSION

Upon a motion by Ms. Sutton and a second by Mr. Rouse and unanimous approval, the board moved out of closed session at approximately 4:48 p.m. The meeting re-convened in open session at approximately 4:50 p.m. Mr. Hill stated the board went into closed session to prevent disclosure of an honorary degree, scholarship, prize, or similar award.

Mr. Hill stated he attended the Woodstock event and it was well designed and a very moving ceremony.

Mr. Best stated the NCACC conference was very nice and Ethan Cahoon, South Lenoir student, represented Lenoir County very well. Mr. Hill asked the clerk to compose a letter from the commissioners to Ethan Cahoon.

Mr. Hill congratulated Mr. Best for receiving his status practitioner certification at the award ceremony during the NCACC conference. The practitioner certification is received when a commissioner has been attending a variety of training sessions to enhance his/her skills set in order to serve at a higher level locally, as well as networking with other commissioners in other states.

Meeting Adjourned at 5:00 p.m.

Respectfully submitted,

Vickie F. King
Clerk to the Board

Reviewed by,

Joey R. Bryan
Assistant County Manager

MINUTES – CLOSED SESSION

LENOIR COUNTY BOARD OF COMMISSIONERS

AUGUST 21, 2017

Upon a motion by Ms. Sutton and a second by Mr. Rouse a closed session was entered into at approximately 4:40 p.m. with the following cited: Number Two (2): To prevent disclosure of an honorary degree, scholarship, prize, or similar award.

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

Members Absent: Ms. Jackie Brown.

Also present were: Michael W. Jarman, County Manager, Joey R. Bryan, Assistant County Manager, Tracy Chestnutt, Finance Officer, Vickie F. King, Clerk to the Board, and Robert Griffin, County Attorney.

CLOSED SESSION

Upon a motion by Ms. Sutton and a second by Mr. Daughety a closed session was entered into at approximately 4:40 p.m. with the following cited: Number Two (2): To prevent disclosure of an honorary degree, scholarship, prize, or similar award.

Mike Jarman, County Manager, shared a resolution with the board asking for the approval for the renaming of the Neuseway Planetarium, Health & Science Museum to the “Ellis Planetarium, Health & Science Museum” in honor of Mr. Bill Ellis, Kinston/Lenoir County Parks & Recreation Director. Mr. Jarman stated he received a call from Debra Wicker, Administrative Assistant to Bill Ellis stating the department felt this was something Bill would appreciate. Per Debra according to Mr. Ellis, the Neuseway Nature Park is his “baby” and what he’s most proud of in his tenure with the Kinston/Lenoir County Parks & Recreation Department. Mr. Ellis will be retiring as Director of the Kinston/Lenoir Parks & Recreation Department, effective October 1, 2017, and the staff is recommending renaming the planetarium as a tribute to Mr. Ellis and his family. Upon a motion by Mr. Daughety and a second by Mr. Best, this resolution was unanimously approved by the board.

OPEN SESSION

Upon a motion by Ms. Sutton and a second by Mr. Rouse and unanimous approval, the Board moved out of closed session at approximately 4:48 p.m. The meeting re-convened in open session at approximately 4:50 p.m. Mr. Hill stated the Board went into closed session to prevent disclosure of an honorary degree, scholarship, prize, or similar award.