

MINUTES

LENOIR COUNTY BOARD OF COMMISSIONERS

September 6, 2016

The Lenoir County Board of Commissioners met in open session at 9:00 a.m. on Tuesday, September 6, 2016, in the Board of Commissioners' Main Meeting Room in the Lenoir County Courthouse at 130 S. Queen St., Kinston, NC.

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

Members Absent: None

Also present were: Michael W. Jarman, County Manager, Tracy Chestnutt, Finance Officer, Lashanda Hall, Deputy 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 9:00 a.m. Ms. Brown offered the Invocation and Mr. Hill led the audience in the Pledge of Allegiance. Mr. Hill offered a big thank you to the Emergency Service Personnel staff for all of their assistance during Tropical Storm Hermine.

PUBLIC INFORMATION:

Mr. David Ricke, Chairman AMvets Post 1111, shared information regarding the upcoming 9/11 Memorial Service which will take place on the campus of Lenoir Community College in the Briley Auditorium on Sunday, September 11, 2016, at 2:00 p.m. Mr. Ricke stated this will mark the 15th anniversary of such a tragic event. Amvets Post 1111 and the Emergency Responders of Lenoir County are sponsoring this county-wide event, and the keynote speaker will be Colonel Bryant Armstrong. Mr. Ricke extended the invitation to everyone.

Ms. Betsy Griffin, Executive Director, Lenoir Council on Aging, shared information and statistics from the Lenoir County Council on Aging 2015/2016 Annual Report. Ms. Griffin stated the agency served 1,240 seniors of which 69% are female, 67% live alone, and 51% are impoverished. The agency provided 5,622 hours of home management, 8,211 hot lunches on site, 5,876 home delivered meals, 2,319 rides, over 15 activities and programs monthly, 40 plus hours a week of senior center operation, and 258 assistance calls. Ms. Griffin stated the agency received funding from United Way, Lenoir County, and the Home and Community Care Block Grant. They had approximately 1,470 hours of volunteer service, donations from the community and voluntary contributions from clients. Ms. Griffin stated the George T. Skinner Center is joining 163 senior centers and 1,000 seniors across the State in celebration of National Senior Month. The national celebration of senior centers began in 1979, with Senior Center Week celebrated in May. The concept gained the support of other aging organizations, as well as the full Senate and the House Select Committee on Aging.

In 1985, the National Institute of Seniors Centers (NISC) was instrumental in achieving the first Senior Center Week Presidential Proclamation signed by President Ronald Reagan. In 2007, NISC designated the entire month of September as Senior Center Month to give centers greater flexibility in scheduling celebratory events. In celebration of Senior Center Month, the George T. Skinner Center is inviting everyone to join them on Friday, September 23, 2016, from 1:00 pm to 3:00 pm. Volunteers handed out invitations to the commissioners to attend the event.

PUBLIC COMMENTS:

None

CONSENT AGENDA:

1. Approval of Minutes: Regular Board Meeting: August 15, 2016.

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

BUDGET ORDINANCE AMENDMENTS/RESOLUTIONS:

Item No. 2 was a Proclamation honoring Manufacturing Day 2016. Mark Pope, Economic Development Director, stated Lenoir County has been very involved with local manufacturing companies here in Lenoir County. This year a regional event was created to show the participation, demonstrating and touring of the different manufacturing facilities. Currently, 800-1,000 participants have been registered for Manufacturer's Day on October 7, 2016. Mr. Pope read the resolution aloud to members of the Board and the viewing public. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 2 was unanimously approved.

Item No. 3 was a Proclamation honoring National Recovery Month. Ms. Brown read the proclamation aloud to members of the Board and the viewing public. Upon a motion by Ms. Sutton and a second by Mr. Best, Item No. 3 was unanimously approved.

Item No. 4 was a Resolution Authorizing the Execution of an Interlocal Agreement between Greene and Lenoir Counties to Allow Greene County to Utilize the Jones/Lenoir E911 Backup Center as a Greene County E911 Backup PSAP. Roger Dail, EMS Director, stated in the event the primary E911 center is disabled, Jones/Lenoir has organized and equipped a backup E911 center located in Jones County which may be utilized immediately to receive and process 911 calls. Greene County approached Lenoir County about the feasibility of using the JLECC E911 Backup Center as their E911 Backup Center. This request was predicated by rule changes established by the NC911 Board which state that every primary PSAP must have a functional backup PSAP. Staff met with Greene County officials to establish space requirements and determined that Greene County only needs to install two (2) dispatch positions. It was noted that there is enough space to accommodate these positions. A memorandum of understanding was developed stating that Greene County will provide, at its own expense, any and all such hardware, software, and any equipment or service of any kind that is required in order to make the JLECC compatible with Greene County's dispatch procedures.

Greene County will also provide their own personnel should there be a need for an emergency activation of the Backup Center. This action will not cost Lenoir County any additional funding. Upon a motion Mr. Daughety by Mr. Best and a second by M, Item No. 4 was unanimously approved.

Item No. 5 was a Resolution Authorizing Acceptance of the New Lenoir County Farmers Market Lease Agreement, and to Authorize Lenoir Cooperative Extension to Execute the Agreement. Tammy Kelly, Cooperative Extension Director, stated prior to this time the Lenoir County Farmers Market facility has mainly received requests from non-profit organizations to utilize the facility. Therefore, a very simplified version of the policy for the facility usage has been utilized. As a result of facility improvements and improvements to the surrounding area, more requests are being received from private parties. Rental of the Lenoir County Farmers Market facilities would generate a small amount of income for the Farmers Market. In order to rent the facility, the current Lease Agreement was drafted to address the liability issue of hosting outside groups as well as the liability of serving alcohol and the permits and permission required in these situations. The lease agreement addresses these issues.

Mr. Jarman stated they did not find where Lenoir County had taken any action regarding an ordinance prohibiting alcohol on the property. The City of Kinston does have an ordinance prohibiting alcohol. The Farmer's Market will have to get approval from the county and the city. Mr. Jarman stated they spent some time researching and did not find anything pertaining to the ordinance. Several conversations took place with attorney Griffin to help him understand which ordinance has precedence over what. In the research process and searching through written minutes from old meetings they did not find where Lenoir County had taken any action pertaining to alcohol on county property other than our personnel policy which prohibits any employees. The only information that was found referenced city-owned properties showing the City of Kinston had adopted an ordinance for no alcohol on their properties. Also, within that ordinance it defined recreational areas and facilities which include our parks which state that alcohol is prohibited whether they are owned controlled or operated within the city limits. At any rate, it does come back to no alcohol in the parks in the city limits which is where the Famers Market is located. The resolution that is before you state within the agreement the individuals must have the proper permits from the city and the county, so they would be making the city aware as well as getting their approval. Therefore, the county is covered with this lease as it is presented to you. Upon a motion by Ms. Sutton and a second by Mr. Best, Item No 5 was unanimously approved.

Item No. 6 was a Resolution Approving a Purchase Order for Demolition and Renovation at the Neuseway Nature Center: M&W Construction: \$4,700. Bill Ellis, Parks & Recreation Director, stated the Neuseway Nature Center was constructed in 1996 and there has been no renovation work done to the front counter. Repairs are needed so staff members can have better contact with customers. This will also allow the center to be able to sell and display souvenirs along with having room for a computer and printer. The Neuseway Nature Center generates a large amount of traffic on a regular basis. Approval of this resolution will allow M&W Construction to redesign and construct the front display area at the Neuseway Nature Center. Upon a motion by Mr. Daughety and a second by Mr. Best, Item No 6 was unanimously approved.

Item No. 7 was a Budget Ordinance Amendment: Process Funds: \$1,725. Tracy Chestnutt, Finance Officer, stated the purpose of this amendment is to appropriate funds for receipt of the Wal-Mart Community Grant funds for Emergency Service Department. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No 7 was unanimously approved.

Item No. 8 was a Budget Ordinance Amendment: EMS: \$4,318. Tracy Chestnutt, Finance Officer, stated the purpose of this amendment is to appropriate funds for receipt of insurance proceeds for an ambulance that was involved in an accident. Upon a motion by Mr. Daughety and a second by Mr. Best, Item No 7 was unanimously approved.

Item No. 9 was a Resolution Authorizing Department of Social Services to Execute a Purchase Order to Contract with Stallings Plumbing, Heating & AC Company, Inc.: \$7,382. Chris Harper, Special Projects Officer, stated Department of Social Services desires to replace the existing HVAC system (1 Unit). The current system is leaking and the bottom of the unit is rusted out, causing the unit to leak into the building. This is the original unit that was installed when the building was built. Upon a motion by Mr. Best and a second by Ms. Brown, Item No 9 was unanimously approved.

Item No. 10 was a Resolution Authorizing MIS to Execute a Purchase Order to Contract with Centurylink.: \$3,094.72. Blanca Faasii, MIS Director, stated Lenoir County has software/hardware maintenance obligations that allow all of the county's services to continue. These maintenance contracts allow us to get upgrades, place calls for service, allow the use of the software, etc. Without these service contracts, any software/hardware malfunction or failure would cause that service to no longer be available to anyone in the county. If that were to happen it would place us in the position of not having anyone to call to gain access and repair the application or get replacement equipment. Upon a motion by Mr. Davis and a second by Mr. Daughety, Item No 10 was unanimously approved.

Item No.11 was a Resolution Authorizing MIS to Execute a Purchase Order to Contract with Team IA: \$10,483.92. Blanca Faasii, MIS Director, stated Lenoir County Sheriff's Department is required by their maintenance contract to occasionally upgrade to the latest version of the SQL Licenses for our servers. This purchase is mandatory since failure to do so would violate our current maintenance contract with TriTech by failing to let them keep their RMS software current on the latest version. Upon a motion by Mr. Daughety and a second by Ms. Brown, Item No. 11 was unanimously approved.

Item No. 12 was a Resolution Authorizing Department of Social Services to Execute a Purchase Order to Contract with Down East Protection Systems: \$6,701.05. Susan Moore, DSS Director, stated the agency has been experiencing vandalism to the agency building and county vehicles. We desire to install security cameras in the lobby, at the employee entrance, at the outdoor entrance near the back of the building, and on the side parking lot. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 12 was unanimously approved.

Item No. 13 was a Resolution Authorizing Department of Social Services to Execute a Purchase Order to Contract with Dell, Inc.: \$7,657.37. Susan Moore, DSS Director, stated the North Carolina Department of Information Technology (DIT) will be upgrading the version of Reflection that will connect the state network to Reflection 2014 for the Automated Collection and Tracking System (ACTS). Counties that use Reflection, Mocha, Attachmate and any other mainframe software, will need to upgrade to Reflections 2014 or the latest version of the software that Child Support is using to connect to the state network. Reflection software is to access North Carolina Automated Collection and tracking System (NC ACTS) which supports all of the functions needed to perform Child Support Services activities. NC ACTS supports functions at both the county and state levels for case management, financial management, and reporting and supervisory functions. It provides CSS caseworkers with the ability to add new cases and work existing cases, manage financial activities, enter court orders and modifications in the system after the hearing, and perform enforcement activities such as income withholdings, assets attachments, and tax intercepts. Upon a motion by Ms. Sutton and a second by Mr. Best, Item No. 13, was unanimously approved.

Item No. 14 was a Budget Ordinance Amendment: General Fund: (Child Coordination for Children): \$2,325. Joey Huff, Health Director, stated the purpose of this amendment is to increase the revenues for child coordination for children for the fiscal year 2016-2017. Upon a motion by Mr. Daughety and a second by Ms. Sutton, Item No. 14, was unanimously approved.

Item No. 15 was a Resolution Authorizing Lenoir County Health Department to Execute a Purchase Order to Contract with Southern Elevator Company, Inc.: \$2,633. Joey Huff, Health Director, stated the elevator controller CPU board was damaged by the power issue/outage. The elevator is now out of order pending repairs. These repairs are not covered under our full repair contract and are billable. Southern Elevator Company, Inc. will provide the necessary labor and materials to get the elevator back to the proper operating conditions. Upon a motion by Mr. Davis and a second by Mr. Daughety, Item No. 15 was unanimously approved.

Item No. 16 was a Budget Ordinance Amendment: General Fund: Health: (Pregnancy Care Management): \$10,144. Joey Huff, Health Director, stated the purpose of this amendment is to increase the revenues for pregnancy care management for the fiscal year 2016-2017. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 16 was unanimously approved.

Item No. 17 was a Resolution Approving the Purchase of One (1) Raised Roof Van: National Bus Sales & Leasing: \$58,481. Angie Greene, Transit Director, stated on October 19, 2015, the Lenoir County Board of Commissioners approved a Resolution Item 3C allowing Lenoir County Transit to apply to North Carolina Department of Transportation (NCDOT) for Community Transportation Grant funds for FY 2016-2017. A portion of the grant was intended to replace a vehicle that had met its useful life. NCDOT/PTD determined that the replacement of one lift-equipped van was warranted. Vehicles purchased under CTP are funded 80% Federal, 10% State, and 10% local match. North Carolina Department of Transportation (NCDOT) has made available the forms necessary to order replacement lift equipped raised roof vans.

The vehicle scheduled to be replaced has been driven about 208,000 miles. Federal and state funds will be used in the amount of \$52,633 along with a local match of \$5,848. This match will be paid from locally generated transit revenues. The total cost of the entire project will be \$58,481. Upon a motion by Ms. Sutton and a second by Mr. Best, Item No. 17, was unanimously approved.

Mr. Jarman stated this Board may not need as much in depth explanation on Item No. 18 since it the one that Mr. Harris mentioned at the last commissioners meeting.

Item No. 18 was a Resolution Authorizing Payments for Easements for Water Line Installation on Spring Drive: 2011 CDBG Catalyst Project: \$3,510.91. David Harris, CDBG Project Manager, stated Lenoir County was awarded \$500,000 for the CDBG 2011 Catalyst project on October 12, 2012. Along with the grant funds, the County has committed \$25,000 and the Town of LaGrange has committed \$5,000 to address housing and infrastructure needs in the Spring Drive area of LaGrange. This project will provide for the installation of approximately 700 linear feet of 6" water line along Spring Drive from Easy Street to Ed Herring Road. Easements are needed in order to install the water line. The tax values of the parcels were used to determine the payment amounts for the easements. The payment to the property owners for their easement is based on the assessed tax valuation of the property (per square foot) times the size (square footage) of the easement area needed. Attached is a table that identifies the easement area each property owner is to provide and the corresponding payment to be made to each owner for their easement. Upon a motion by Mr. Davis and a second by Mr. Best, Item No. 18, was unanimously approved.

Item No. 19 was a Resolution Authorizing Change Order #2 for Water Line Installation: Sunland Builders, Inc.: 2011 CDBG Catalyst Project: \$61,573. David Harris, CDBG Project Manager, stated Lenoir County was awarded \$500,000 for the CDBG 2011 Catalyst project on October 12, 2012. Along with the grant funds, the County has committed \$25,000 and the Town of LaGrange has committed \$5,000 to address housing and infrastructure needs in the Spring Drive area of LaGrange. On January 20, 2015, the Board of Commissioners awarded the contract for the Spring Drive water, sewer and street improvements to Sunland Builders, Inc from Newport, NC for their low bid of \$241,058. To stay within the budget, the Board also approved Change Order #1 that eliminated the street construction work and reduced the contract amount to \$124,073. The Town of La Grange is under a sewer moratorium and is unable to allow the extension of new sewer lines within its sewer system. The Sunland Builders contract needs to be changed to reflect the removal of the sewer line improvements from the scope of work. The Project Engineer, McDavid Associates, has met with Sunland Builders and negotiated a change order to eliminate the sewer line improvements and provide for the installation of the 6" water line on Spring Drive. Initially, the water line was to extend on Spring Drive from Easy Street for approximately 500 linear feet and end. With the elimination of the sewer line costs, the water line will be extended another 200 linear feet to connect to the Town's water line at Ed Herring Rd and provide for a looped water system to serve Spring Drive. The contract amount will be reduced from \$124,073 to \$61,573. Upon a motion by Ms. Sutton and a second by Mr. Davis, Item No. 19, was unanimously approved.

Item No. 20 was a Resolution Approving Citizens to Boards, Commissions, Etc. Upon a motion by Ms. Sutton and a second by Mr. Best, Item No. 11 was unanimously approved for Ms. Suzanne Nix and Ms. Courtney Boyette appointment to Lenoir County Juvenile Crime Prevention Council Board. Since this was the first appearance for the others no action is required at this time.

Item No. 21 was Items from the County Manager. Mr. Jarman stated the only report before the Board at this time is the Transit Reports. Ms. Chestnutt has been working hard with the new software conversion and getting the new financial system together. Hopefully, by next month we will have a new and improved financial report to submit to this Board on a monthly basis. Mr. Jarman state Ms. Hall and Ms. Martin both are working hard to get our new Human Resource software in place to be used by January 1, 2017.

Mr. Hill stated he appreciates each department for the upgrades in technology that have taken place thus far. All of the improvements and upgrades put the county in a position to be in good shape as well as strengthening the resources of every department. Although at times it seems to be doubled the work they appreciate it and their hard work is not going unnoticed. Mr. Jarman echoed they have done a great job. We realize that change can be challenging going through the growing through the pains but it will benefit us in the long run. Mr. Hill thanked the commissioners for all of the work they do. He stated as commissioners, each one has the role to play and we are all commissioners for Lenoir County and he appreciates the teamwork that they play.

CLOSED SESSION

Upon a motion by Ms. Brown and a second by Mr. Davis a closed session was entered into at approximately 9:44 a.m. with 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.

OPEN SESSION

Upon a motion by Ms. Brown and a second by Mr. Daughety and unanimous approval, the Board moved out of closed session at approximately 10:06 a.m. The meeting re-convened in open session at approximately 10:06 a.m. Mr. Hill stated the Board went into closed session to discuss a potential industry in Lenoir County. No action was taken. Mr. Hill asked if there were any additional comments? There were none. Upon a motion made by Ms. Brown and a second by Mr. Hill, the meeting was adjourned.

Meeting Adjourned at 10:07 a.m.

Respectfully submitted,

Reviewed By,

Vickie F. King
Clerk to the Board

Joey R. Bryan
Assistant County Manager