

**LENOIR COUNTY BOARD OF COMMISSIONERS REGULAR MEETING: AGENDA  
TUESDAY, SEPTEMBER 7, 2010 – 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:** None Scheduled

- |    |                                                   |        |
|----|---------------------------------------------------|--------|
| 1. | <b>Items from Chairman/Commissioners: 10 Min.</b> | Board  |
| 2. | <b>Items from County Manager: 5 Min.</b>          | Jarman |

**CONSENT AGENDA: 10 Min.**

- |    |                                                                            |                              |
|----|----------------------------------------------------------------------------|------------------------------|
| 3. | Approval of Minutes: Regular Board Meeting: August 16, 2010                | <b>ACTION</b><br>Hall/Jarman |
| 4. | Resolution Approving Releases and Refunds to the Individuals Listed Herein | Parrish/Martin               |
| 5. | Budget Ordinance Amendment: General Fund: DSS: \$1,413.39: Decrease        | Jones/Martin                 |
| 6. | Budget Ordinance Amendment: General Fund: DSS: \$73.13: Increase           | Jones/Martin                 |

**END OF CONSENT AGENDA**

**PUBLIC HEARING: 25 Min.**

- |    |                                              |              |
|----|----------------------------------------------|--------------|
| 7. | Public Hearing on Lenoir County Jail Project | Jarman/Board |
|----|----------------------------------------------|--------------|

**PROCLAMATION/BUDGET ORDINANCE ADMENDMENT/RESOLUTIONS: 25 Min.**

- |     |                                                                                                                                                                                                           |                |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 8.  | Proclamation: Sickle Cell Awareness Month September 2010                                                                                                                                                  | Jarman/Board   |
| 9.  | Budget Ordinance Amendment: General Fund: DSS: \$408,309: Increase                                                                                                                                        | Jones/Martin   |
| 10. | Resolution Authorizing Lenoir County Farmer's Market Manager                                                                                                                                              | Kelly/Martin   |
| 11. | Resolution Approving FY 10-11 Expenditures of Funds for Leasing Wide Format Scanner/Copier – COECO: \$5,000                                                                                               | Seymour/Martin |
| 12. | Resolution Authorizing the Purchase of Priority Dispatch Emergency Medical Dispatch (EMD), Emergency Fire Dispatch (EFD), and Emergency Police Dispatch (EPD) Dispatching Software at a Cost NTE: \$9,438 | Dail/Martin    |
| 13. | Resolution Authorizing Purchase of Solid Rubber Tires for Case 621C Loader: Colony Tire: \$19,730                                                                                                         | Miller/Martin  |
| 14. | Resolution Approving the Exposure Control Plan for Lenoir County Transit                                                                                                                                  | Powell/Martin  |
| 15. | Resolution Approving the Contracts for Preventative Maintenance of Lenoir County Transit (LCT) Vehicles Utilizing Funds from the American Recovery and Reinvestment Act (ARRA) of 2009                    | Powell/Martin  |
| 16. | Resolution Approving the Highway 70 Corridor Commission Inter-Local Agreement: \$25,000                                                                                                                   | Jarman/Martin  |

**APPOINTMENTS: 5 Min.**

- |     |                                                                   |      |
|-----|-------------------------------------------------------------------|------|
| 17. | Resolution Approving Citizens to Boards, Commissions, Etc. 5 Min. | Hall |
|-----|-------------------------------------------------------------------|------|

**OTHER ITEMS: 10 Min.**

- |     |                                                                                                                   |  |
|-----|-------------------------------------------------------------------------------------------------------------------|--|
| 18. | <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:** September 7, 2010  
**SUBJECT:** Items of Interest

1. Bids on Property



**MINUTES**  
**LENOIR COUNTY BOARD OF COMMISSIONERS**  
**August 16, 2010**

The Lenoir County Board of Commissioners met in open session at 4:00 p.m. on Monday, August 16, 2010 in the Board of Commissioners Main Meeting Room in the Lenoir County Courthouse at 130 S. Queen St., Kinston, NC.

Members present: Chairman George Graham, Vice-Chairman Claude Stroud and Commissioners, Reuben Davis, Tommy Pharo and Linda Rouse Sutton.

Members absent: Chris Humphrey

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

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

Upon a motion by Ms. Sutton and a second by Ms. Brown, the Board excused Mr. Humphrey from the meeting.

**PUBLIC INFORMATION**

Mr. Ken Jones, Director of Eastpointe, addressed the Board. Mr. Jones stated Eastpointe is a Local Management Entity (LME) for services to persons with a mental illness, developmental disability and/or substance abuse issue. Eastpointe serves Wayne, Lenoir, Sampson and Duplin counties serving 14,599 clients on a \$25 million budget. Eastpointe served 2,290 more consumers in FY 09-10 than in FY 08-09. For fiscal year 09-10, 3,267 clients were served from Lenoir County. Adults served in FY 09-10 totaled 11,880, along with 2,719 children being served as well. At the close of FY 09-10, there has been a total of 7,066 new screenings. In comparison to the population, Lenoir served well above its population percentage while the remaining counties, Duplin, Sampson and Wayne were close but still remained below their population percentages. FY 09-10 had an increase of 1,830 new referrals compared to FY 08-09 which had 5,236 new screenings. Eastpointe has implemented a Mobile Crisis Team; since inception in FY 09-10, there have been 1,515 screenings dispatched to the Mobile Crisis Unit for consumers residing in Eastpointe counties. The Mobile Crisis Unit is available 24 hours a day 7 days a week. Eastpointe is the only LME (out of 23) that has a Mobile Crisis Unit; out of the existing 23 LME's, Eastpointe ranks in the top five.

Eastpointe has also created a Crisis Walk-In Centers located in Duplin, Lenoir, Sampson and Wayne Counties. The centers screened a total of 688 consumers in FY 09-10, an increase of 336 more screenings than FY 08-09. Since the crisis walk-in centers began in FY 08-09, a total of 1,040 consumers have been screened. The clinics are available Monday through Friday from 8 a.m. to 5 p.m. Mr. Jones stated Eastpointe may have to merge with another LME in the state by 2015 according to state guidelines to save money. Mr. Jones thanked the Board for their continued support of Eastpointe. Mr. Graham and the Board thanked Mr. Jones for his presentation.

**ITEMS FROM THE CHAIRMAN/COMMISSIONERS**

Item No. 1 was Items from the Chairman and Members of the Board. Mr. Graham informed the Board that the NCACC Legislative Goals Process has begun. A goal proposal form has to be completed and submitted by September 15, 2010. The goals will be reviewed by a steering committee, with the Legislative Goals Committee meeting following in November 2010. Mr. Graham also addressed the issue of Lenoir County spending \$5 million in providing services to illegal immigrants. Mr. Jack Jones, Director of Social Services (DSS), addressed the Board. Mr. Jones stated DSS is able to get access the State system to verify identities through social security numbers. False identifying information is rejected by the State system. If Adult or Child Protective Services are contacted it does not matter the identity for services to be provided. Currently Lenoir County serves five (5) illegal immigrants through child welfare services. Mr. Graham stated he wanted to make it clear that Lenoir County does not spend \$5 million in servicing illegal immigrants.

**ITEMS FROM THE COUNTY MANAGER**

Item No. 2 was Items from the County Manager. Mr. Jarman reported the Public Hearing for the County Jail will take place at the Tuesday, September 7, 2010 Board meeting. Some of the packages of the jail have been re-bid and will be presented during the public hearing.

**CONSENT AGENDA**

Upon a motion by Ms. Sutton and a second by Mr. Stroud, the Board approved the Consent Agenda.

- 3. Approval of Minutes: Regular Board Meeting: August 2, 2010 Hall/Jarman
- 4. Budget Ordinance Amendment: General Fund: Process Funds: \$1,553.00: Increase Jarman/Martin
- 5. Budget Ordinance Amendment: General Fund: Board of Elections: \$1,558: Increase King/Martin

**BUDGET ORDINANCE AMENDMENTS/RESOLUTIONS**

Item No. 6 was a Resolution of Appreciation for Reverend Cozelle Mills Wilson. Ms. Sutton read the resolution aloud for members of the Board and the viewing public. Ms. Brown thanked everyone for their visits, calls and concern. Upon a motion by Mr. Davis and a second by Ms. Sutton, Item No. 6 was unanimously approved.

Item No. 7 was a Resolution Honoring Edna Stancil. Upon a motion by Ms. Sutton and a second by Mr. Stroud, Item No. 7 was unanimously approved.

Item No. 8 was a Resolution Honoring Beverly Hart. Upon a motion by Ms. Sutton and a second by Mr. Stroud, Item No. 7 was unanimously approved.

Item No. 9 was a Budget Ordinance Amendment: Capital Improvements Fund: Community Development: \$7,497: Decrease. Mr. Hollowell stated the amendment corrects a portion of a budget amendment approved on August 2, 2010. The amount rolled forward for Lenoir Community College on Item #14 was \$27,057. However, on August 5, 2010 an invoice was sent in for prior year expenditures in the amount of \$7,497.10. This budget amendment will correct the amount rolled forward. Upon a motion by Mr. Davis and a second by Ms. Sutton, Item No. 9 was unanimously approved.

Item No. 10 was a Budget Ordinance Amendment: Trust and Agency Fund: Extension-Family Caregiver: \$105,885: Decrease. Ms. Tammy Kelly, Cooperative Extension Director, stated the amendment decreases the budgeted amounts of the Partnership for Children Program. Whenever the budget was being compiled, it was thought that the Partnership for Children would be receiving the same funding as FY 09-10. However, on August 3, 2010, the County received notification from the Lenoir-Greene Partnership, that only 25% of funding has been received. Therefore, it is necessary to adjust the County's funding portion to match that 25% funding. Upon a motion by Mr. Stroud and a second by Ms. Brown, Item No. 10 was unanimously approved.

Item No. 11 was a Budget Ordinance Amendment: General Fund: COOP Ext-Prevention Block Grant: \$48,119: Increase. Ms. Kelly stated the amendment sets up funding for the 4-H All Stars Grant Program – Prevention Block Grant for FY 2010-11. Upon a motion by Mr. Stroud and a second by Ms. Sutton, Item No. 11 was unanimously approved.

Item No. 12 was a Budget Ordinance Amendment: School Capital Fund: School Building: \$1,801,611: Increase. Mr. Hollowell stated the amendment appropriates revenues and expenditures in the Public School Building Capital Fund to cover capital projects that have already been approved by the State. The State's portion comes from the ADM money and the County's portion comes from sales tax. Upon a motion by Mr. Davis and a second by Mr. Stroud, Item No. 12 was unanimously approved.

Item No. 13 Resolution to Support the Temporary Closure of Queen Street (US 70 Business) During the Bridge Replacement Project B-4565 in Kinston and Lenoir County. Mr. Jarman stated similar resolutions have been passed by the City of Kinston and the County Transportation Committee. Due to cost, safety and constructability concerns, NCDOT has requested off-site detours which will detour traffic to Skinner's Bypass (NC 11 and US 70) by temporarily closing a portion of Queen Street. It is expected the project would take 1 to 2 years and would be scheduled to begin after 2012. Recognizing the impact the off-site detour will have on the citizens, NCDOT has agreed to provide permanent roadway and directional sign improvements to the intersection of NC 11 and US 70. They have also agreed to provide vehicle pre-emption for emergency vehicles at each signalized intersection along US 70 from Hillfarm Road to NC 58 South from Kinston's main fire station along Vernon Avenue, Queen Street and King Street. They have further agreed to construct a 1,000 foot two-lane road to serve the proposed fire station at Carey and Rouse Roads. In addition the new bridges will have pedestrian access, bike access, decorative rails and decorative lighting to enhance the entranceway into downtown Kinston. Upon a motion by Mr. Davis and a second by Mr. Graham, Item No. 13 was unanimously approved. Ms. Sutton and Mr. Stroud voiced concerns about the closure of the bridges.

Item No. 14 was Resolution Approving Purchase Order with Danny Smith Landscaping: \$9,625. Major Chris Hill of the Sheriff's Department addressed the Board. Major Hill stated the Sheriff's Office maintains a large secure lot to hold vehicles and other materials that are seized for various reasons. Other large bulky items that will tolerate weather conditions are also placed at the lot, such as stolen and or recovered safe's, bikes, garden tools, ATV's, golf carts, etc. These items are held for a period of time and are eventually released to the owner, destroyed, or sold at auction. The land within the lot had many large sunken areas (holes) causing wrecker drivers who are pulling vehicles to get stuck. Crushed cement from the landfill was used to fill the holes and give the land a firmer surface. The pieces of cement proved to be a little larger than desired and did not cover the lot adequately. This has allowed weeds to grow on the surface between the cement pieces. The best advice we have received is to cover the lot with four inches of ULC base (rock aggregate).

This alternative is far less than paving the lot. The Sheriff's Office solicited two prices from two local vendors (Everette Clearing and Grading, and Danny Smith Landscaping) who have the ability to haul the rock to the site. Danny Smith Landscaping was the cheaper of the two at \$9,625. This project was included in the 2010-2011 Sheriff's Office budget. Upon a motion by Mr. Pharo and a second by Ms. Sutton, Item No. 14 was unanimously approved.

Item No. 15 was a Resolution Approving Acceptance of Fee Arrangements for Special Counsel Services in Connection with Proposed Bank Placement Installment Financing of a New Jail Facility: Sanford Holshouser, Attorneys at Law: Per Proposal Dated August 5, 2010: \$27,500. Mr. Hollowell stated the law firm of Sanford Holshouser has provided a proposal to Lenoir County for services as Special Counsel in connection with proposed bank placement installment financing of a new jail facility. The North Carolina Local Government Commission must approve all local government construction projects involving the issuance of debt. Representation for the County by a qualified Special Council is required. The law firm of Sandford Hoshouser has represented the County in the past as Bond Counsel on previous General Obligation Bond issues in 2007 and 2008. Acceptance of this resolution will allow for the encumbrance of funds and the payment to Sanford Holshouser for Special Counsel Services rendered to the County after closing of the loan. If the Board decides not to proceed with construction of the new jail facility expansion, the County will be billed for services already performed on the basis of the hourly rates of the Sandford Holshouser Law Firm plus out of pocket expenses. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 15 was unanimously approved.

Item No. 16 was a Resolution Approving First Amendment to Pipeline Operating Agreement. On May 29, 1990 Lenoir County entered into a Pipeline Operating Agreement with the North Carolina Natural Gas Company. This operating agreement was to facilitate providing natural gas to Lenoir County's Highway 70 Industrial Park. Lenoir County has constructed and will own the pipeline for 40 years. Piedmont Natural Gas, formerly NCNG operates and maintains the line. It is necessary for the operation of the new Sanderson Farms Feedmill to construct a rail loop which crosses the Lenoir County pipeline. To facilitate this crossing approximately 200 feet of the existing pipeline must be relocated. This relocation would involve lowering the pipeline to a level at least 10 feet below the new rail spur. Article 10 d of the 1990 Operating Agreement reads, "County is the owner of the line and all easements, crossing agreements and other rights and privileges necessary for the location, construction, maintenance and operation of the line as constructed or to be constructed." Sanderson Farms has agreed to reimburse Lenoir County \$88,000 for the cost of this operation. Piedmont Natural Gas, upon review of the relocation plans, requested the relocation of the line include additional footage and agreed to pay \$32,000 for the additional boring and construction. Lenoir County as the owner of the pipeline would be liable for possible additional cost if problems were to occur during construction. County Administration along with Piedmont Natural Gas determined the County should transfer ownership of 684 feet of the Lenoir County Pipeline to Piedmont Natural Gas. This transfer protects Lenoir County from additional liabilities resulting from the increased scope of the construction. Upon a motion by Ms. Sutton and a second by Mr. Pharo, Item No. 16 was unanimously approved.

**APPOINTMENTS**

Item No. 17 was a Resolution Appointing Citizens to Boards, Commissions, Etc. Items were tabled due to first appearance. Upon a motion by Mr. Stroud and a second by Ms. Sutton, second appearance applicants were unanimously approved.

<b><u>BOARD/COMMITTEE/COMMISSION</u></b>	<b><u>APPLICANT/ CURRENT MEMBER</u></b>	<b><u>TERM EXPIRATION</u></b>
<b>Criminal Justice Partnership Program (CJPP)</b> 2 <sup>nd</sup> Appearance	Dianne Stadiem	May 2012

**CURRENT VACANCIES**

- Lenoir County Economic Development Board – At-Large Member
- Lenoir County Health Board – (1) Veterinarian, (1) Optometrist, (2) Public Members
- Lenoir County Planning Board – Districts One (1) and Four (4)
- Grifton Planning Board – One (1) Vacancy
- CJPP – Three (3) Vacancies
- Kinston Board of Adjustment – Two (2) ETJ Members; (1) Primary – (1) Alternate

Mr. Pharo asked Mr. Griffin if there was any way to protect the County from the incident that occurred with Piedmont Natural Gas. Mr. Griffin stated he does not know how to make a company do more due diligence in their review in obtaining companies to provide services. Mr. Jarman stated Piedmont Natural Gas never had an agreement with the county, it was with Sanderson Farms. To keep the economic development project in Lenoir County, the issues were brought before the Board for discussion and recommendation. Sanderson Farms was and continues to be a great company for Lenoir County.

**ADJOURN**

Upon a motion by Mr. Graham and a second by Mr. Stroud the Board adjourned at 5:37 p.m.

Respectfully submitted,



Lashanda A. Hall  
Clerk to the Board

Reviewed By



Michael W. Jarman  
County Manager

**INTRODUCED BY:** Michael Jarman, County Manager **DATE:** 09/07/10 **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
2010	Airgate PCS Inc	48455	\$890.42	Adjusted Value
2010	Airgate PCS Inc	48455	128.81	Adjusted Value
2010	Belk 449	1733	156.15	Adjusted Value
2010	AT & T Mobility	64273	104.86	Adjusted Value
2010	AT & T Mobility	64273	149.49	Adjusted Value
2010	AT & T Mobility	64273	634.09	Adjusted Value
2010	Jimmie Foss	8940	335.16	Legal Exemption
2009	Thelma Sutton	43363	408.32	Legal Exemption
2010	Thelma Sutton	43363	408.32	Legal Exemption
2010	Eunice Armstrong	603	659.36	Legal Exemption
2010	Sierra Tango Aviation LLC	150	209.00	Corrected Situs
2010	Donald Din	53776	165.10	Corrected Listing
2010	Danny Harris	62507	137.20	Corrected Listing
2010	Earl Alphin	37822	106.92	Adjusted Value
2010	East Coast Power	62770	197.10	Adjusted Value
2009	Joy Bogey	2248	253.17	Adjusted Value
2010	Russell Radford	23833	256.52	Adjusted Value
2010	Bryan Harrell	66045	195.49	Adjusted Value
2009	Mickey Peacock	22485	116.14	Adjusted Value
2009	Clinton Hooker	38210	146.29	Adjusted Value
2010	Timmy Humphrey	21384	118.80	Adjusted Value
2006	Joseph Hicks	14695	453.14	Corrected Listing
2007	Joseph Hicks	14695	394.39	Corrected Listing
2008	Joseph Hicks	14695	339.74	Corrected Listing
2009	Joseph Hicks	14695	281.89	Corrected Listing
2010	Joseph Hicks	14695	256.11	Corrected Listing
2010	Charlie Briley	13779	132.65	Corrected Listing
2010	Pamela Clifton	44773	111.55	Double Listed
2010	Benny Blalock	68049	138.25	Corrected Listing
2010	Ricky Sanderson	16584	204.34	Corrected Listing
2010	Kenneth Deal	6964	139.14	Corrected Listing

2010	Ken Deal	6964	103.90	Corrected Listing
2010	Sabur Salaam	67234	109.05	Corrected Listing
2010	Maxwell Foods Inc	13757	329.91	Adjusted Value
2010	Robin Roberson	68758	130.37	Adjusted Value
2010	Kearney Harper	11492	442.20	Legal Exemption
2010	Jimmie Foss	8938	134.41	Legal Exemption
2010	Harry Rogers	43163	104.36	Adjusted Value
2010	Jammie Goodman	36921	167.88	Adjusted Value
2010	NC DOT	40884	681.41	Legal Exemption
2010	William Harris	11770	554.79	Adjusted Value
2010	Terry Lee	68759	139.92	Adjusted Value
2010	Sasnett Timber Inc	17789	315.81	Adjusted Value
2010	Sasnett Timber Inc	17789	177.13	Adjusted Value
2010	Sasnett Timber Inc	17789	194.77	Adjusted Value
2010	Sasnett Timber Inc	17789	115.06	Adjusted Value
2010	Dickerson Farms Property	7124	141.65	Adjusted Value
2010	Dickerson Farms Property	7124	145.47	Adjusted Value
2010	Dillard Wallace	69192	414.73	Adjusted Value
2010	Jeffery Mckimmie	27643	1021.08	Adjusted Value
2010	Jeffrey Bramblet	68401	158.26	Adjusted Value

**Refunds**

Year	Name	Account	Amount	Reason
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**MANAGER'S RECOMMENDATION:**

Approval of releases as set out above.

**AMENDMENTS:**

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

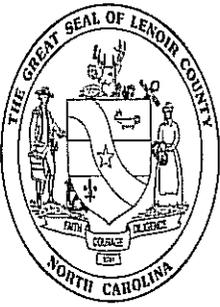
APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS \_\_\_\_\_

YEA VOTES: Brown \_\_\_\_\_ Davis \_\_\_\_\_ Graham \_\_\_\_\_ Humphrey \_\_\_\_\_

Pharo \_\_\_\_\_ Stroud \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
George W. Graham Jr., Chairman      09/07/10  
Date

\_\_\_\_\_  
ATTEST                      09/07/10  
Date



BUDGET ORDINANCE AMENDMENT:  
 General Fund:  
 DSS:  
 \$1,413.39 Decrease

Item NO. 5

LENOIR COUNTY, NORTH CAROLINA  
 BUDGET AMENDMENT REQUEST

F<sup>Y</sup> 10/11  
 Appropriations

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

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
GENERAL		SOCIAL SERVICES		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>DECREASE</u>			<u>DECREASE</u>		
103531.3001			105372.1151		
ADMINISTRATIVE REIMBURSEMENT		\$ (1,413.39)	CRISIS-CP&L		\$ (1,413.39)
Total		\$ (1,413.39)	Total		\$ (1,413.39)

Reason and Justification for Request:

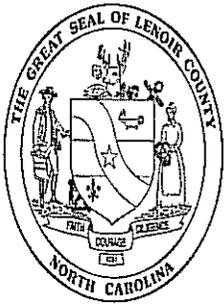
Line item adjustments to reflect allocation received. No County match required.

Department Head Approval	Date	Finance Officer Approval	Date
<i>[Signature]</i>	8-23-10	<i>Marta H. Maule</i>	8/23/2010
Budget Officer Approval	Date		
<i>Michael W. Jarm</i>	8/24/10		
Board Approval (When Applicable)	Date	Date of Minutes	

Finance Office - Copy

Department - Copy

Administration - Copy



LENOIR COUNTY, NORTH CAROLINA  
 BUDGET AMENDMENT REQUEST

FY 10/11  
 Appropriations

Distribution - Finance Office:

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

FUND	DEPARTMENT	LINE ITEM DESCRIPTION
GENERAL	SOCIAL SERVICES	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>103531.3001</b> ADMINISTRATIVE REIMBURSEMENT	\$ 73.13	<b>INCREASE</b> <b>105372.1155</b> SHARE THE WARMTH-PIEDMONT NATURAL GAS
		\$ 73.13
Total	\$ 73.13	Total \$ 73.13

**Reason and Justification for Request:**  
 Line item adjustments to reflect allocation received. No County match required.

Department Head Approval	Date	Finance Officer Approval	Date
<i>[Signature]</i>	8-23-10	<i>[Signature]</i>	8/23/2010
Budget Officer Approval	Date		
<i>[Signature]</i>	8/24/10		
Board Approval (When Applicable)	Date	Date of Minutes	

**Lenoir County, North Carolina --  
Notice of Public Hearing -- Financing for New Jail**

The Board of Commissioners of Lenoir County, North Carolina, will hold a public hearing on Tuesday, September 7, 2010, at 9:00 a.m. (or as soon thereafter as the matter may be heard). The purpose of the hearing is to take public comment concerning a proposed financing contract, under which the County would borrow approximately \$20,000,000 to pay for the acquisition and construction of a new jail. The County may also use additional financing proceeds to provide required reserves and pay financing costs.

The hearing will be held in the Commissioners' usual meeting room, 130 South Queen St., Kinston, North Carolina.

The proposed financing would be secured by a lien on the proposed jail (and its associated land) and the County's promise to repay the financing, but there would be no recourse against the County or its property (other than the pledged jail and the associated land) if there were a default on the financing.

All interested persons will be heard. The County's plans are subject to change based on the comments received at the public hearing and the Board's subsequent discussion and consideration. The County's entering into the financing is subject to obtaining approval from the North Carolina Local Government Commission.

Persons wishing to make written comments in advance of the hearing or wishing more information concerning the subject of the hearing may contact Tommy Hollowell, Assistant County Manager, Lenoir County, 130 South Queen St., Kinston, NC 28502 (telephone 252/559-6460).

# PROCLAMATION

## SICKLE CELL AWARENESS MONTH SEPTEMBER 2010

**WHEREAS**, sickle cell disease is an inherited blood disorder that causes pain, infection, disability, economic strain and even death among African Americans and other groups; and

**WHEREAS**, about one of every 294 African American North Carolinians is born with sickle cell disease, and one out of every 10 has sickle cell trait, meaning that he or she carries the gene for this condition. No cure for this disease exists, though treatment is available to help those with sickle cell lead more productive and rewarding lives; and

**WHEREAS**, since 1973, the North Carolina Sickle Cell Syndrome Program has provided quality services throughout the State. Provision of services is a collaborative effort between regional educators/counselors, community-based programs, major medical centers, local health departments and the State Laboratory of Public Health. Services include screening of all newborns at birth, general screening by request for the public at local health departments, education, genetic counseling, service coordination, medical reimbursement and social support for affected persons; and

**WHEREAS**, 2010 marks 100 years since the discovery and documentation of sickle cell disease in western medical literature by Dr. James B. Herrick, Professor of Medicine at Rush Medical College in Chicago in 1910; and

**WHEREAS**, support for research on the treatment and management of this disorder is vital to improving the health and quality of life of persons with sickle cell disease.

**NOW, THEREFORE**, I, George W. Graham, Jr., Chairman of the Lenoir County Board of Commissioners, do hereby proclaim September 2010 as "**SICKLE CELL AWARENESS MONTH**" in Lenoir County North Carolina, consistent with a nationally adopted policy, and urge our citizens to recognize and support this observance. So proclaimed this the 7<sup>th</sup> day of **September 2010**.

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George W. Graham, Jr., Chairman  
Lenoir County Board of Commissioners

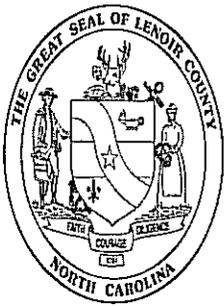
ATTEST:

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Lashanda A. Hall  
Clerk to the Board

BUDGET ORDINANCE AMENDMENT:  
 General Fund:  
 DSS:  
 \$408,309.00 Increase

Item NO. 9



LENOIR COUNTY, NORTH CAROLINA  
 BUDGET AMENDMENT REQUEST

F' \_\_\_\_\_ '10/11  
 Appropriations

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

Distribution - Finance Office:

FUND		DEPARTMENT	LINE ITEM DESCRIPTION	
GENERAL		SOCIAL SERVICES	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> 103585.3990 CHILD CARE DEVELOPMENT FUND	\$ 408,309.00	<b>INCREASE</b> 105351.4974 CHILD CARE DEVELOPMENT FUND	\$ 408,309.00	
Total	\$ 408,309.00	Total	\$ 408,309.00	

**Reason and Justification for Request:**  
 Line item adjustments to reflect allocation received. No County match required.

Department Head Approval	Date	Finance Officer Approval	Date
<i>[Signature]</i>	9-1-10	<i>Marta H. Martin</i>	9-1-10
Budget Officer Approval	Date		
<i>[Signature]</i>	9/2/10		
Board Approval (When Applicable)	Date	Date of Minutes	

**INTRODUCED BY:** Michael Jarman, County Manager **DATE:** 09/07/10 **ITEM NO.:** 10

**Resolution Authorizing Lenoir County Farmer's Market Manager**

**SUBJECT AREA:** Personnel

**ACTION REQUESTED:**

To authorize hiring a Farmer's Market Manager for the Lenoir County Farmer's Market, to work two days per week during the Market Season March through December at this time. Manager will be paid \$15.00 per hour.

**HISTORY/BACKGROUND:**

In order for the Lenoir County Farmers Market (LCFM) to develop stronger farm and community connections that better meet the demand for local produce. Improvements to the building: lights, paint, framing repairs, concrete and gravel work and landscaping are all needed to improve the esthetic quality of the facilities. (Grants and donations have provided some of the support to begin these projects, \$5,000 received). Local food supporters and local fruit and vegetable farmers have been recruited to be actively involved on the Market Advisory Board which oversees the operation of the farmers market and ensures that rules and regulations set by the board are adhered to by all sellers. There is a need to hire a seasonal, part time market manager to give the market direction each day and to ensure the rules set by the board are properly enforced. The market manager is also responsible for collecting vendor fees, conducting on site inspections, recruiting and maintaining vendors. It is imperative that funding is available to hire a market manager responsible for the day-to-day operation of the market. Without this position there is no continuous management at the market and therefore no active monitoring or enforcement of the rules that govern market participants. Failing to secure a manager could lead to the reoccurrence of consistent problems, resulting in a lack of organization and participation in the market, and potential long term limited success.

**EVALUATION:**

Although the Lenoir County Farmer's Market Manager is a temporary contract employee this position will be treated as an employee of NC Cooperative Extension and will be responsible for reporting all face to face and non-face to face contacts, as well as subject to the development of an Individual Plan of Work which includes objectives and reporting against these objectives. Contacts are reported on a monthly basis throughout the year. The LCFM Manager will be evaluated on an interim and end of year schedule.

Reporting is completed on an Outcome based scale, some Outcomes include;

- Number of producers who gain knowledge to increase production for local market
- Number of consumers who increase awareness of the value of local agricultural systems
- Number of producers who improve problem-solving skills to address infrastructure issues
- Number of producers who improve communication skills relating to policy issues
- Number of producers who gain skills to increase production for local markets
- Number of producers who improve marketing skills

**MANAGER'S RECOMMENDATION:**

Respectfully Request Approval.

\_\_\_\_\_  
Initials

**RESOLUTION: NOW THEREFORE BE IT RESOLVED** by the Lenoir County Board of Commissioners that Lenoir County Cooperative Extension be authorized to contract a Lenoir County Farmer's Market Manager to work on site, accepting vendors, managing vendors, recruiting vendors and customers and conducting on site inspection.

**AMENDMENTS:**

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

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

YEA VOTES: Brown \_\_\_\_\_ Davis \_\_\_\_\_ Graham \_\_\_\_\_ Humphrey \_\_\_\_\_

Pharo \_\_\_\_\_ Stroud \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
George W. Graham Jr., Chairman      09/07/10  
Date

\_\_\_\_\_  
ATTEST                      09/07/10  
Date

**INTRODUCED BY:** Michael Jarman, County Manager **DATE:** 09/07/10 **ITEM NO.:** 11

Resolution Approving FY 2010-11 Expenditures of Funds for Leasing

Wide Format Scanner/Copier --- COCEO: \$5,000

**SUBJECT AREA:** PURCHASE/BIDS

**ACTION REQUESTED:**

Approval of a Resolution authorizing the expenditure of \$5000.00 to cover the estimated cost of leasing a wide format scanner/copier needed for the required use of scanning/copying maps/plats for the Register of Deeds office and by the public.

**HISTORY/BACKGROUND:**

The Register of Deeds is the official office for map surveys to be recorded. At present the Register of Deeds is not able to scan these surveys into the data base. The maps have always been sent out of office to vendors to be microfilmed for archives and aperture cards made for the reader/copier that we now have. The Xerox machine that was used to make photocopies for the public was purchased in 1993 so that when a map was recorded, the customer could purchase a recorded copy and take it with them. The original mylar copy of the map is always keep by the Register of Deeds office.

**EVALUATION:**

With the approval of this expenditure, it will allow the Registry to copy maps for the public, scan maps into the data base, send the scanned copies to Archives, eliminating the need to send original maps out of office and eventually eliminating the use of a 25 year old aperture card reader/copier that is now used.

**MANAGER'S RECOMMENDATION:**

Respectfully Recommend Approval

\_\_\_\_\_  
Initials

**RESOLUTION: NOW, THEREFORE BE IT RESOLVED** by the Lenoir County Board of Commissioners that a purchase order contract with COECO, be approved for the leasing of said wide format copier in the amount not to exceed \$5000.00.

Line Item Account: #27-3418-4100 AUTOMATION-PRESERVATION FEES

**AMENDMENTS:**

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

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

YEA VOTES: Brown \_\_\_\_\_ Davis \_\_\_\_\_ Graham \_\_\_\_\_ Humphrey \_\_\_\_\_

Pharo \_\_\_\_\_ Stroud \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
George W. Graham Jr., Chairman      09/07/10  
Date

\_\_\_\_\_  
ATTEST                      09/07/10  
Date

**INTRODUCED BY:** Michael Jarman, County Manager **DATE:** 09/07/10 **ITEM No. :** 12

Resolution Authorizing the Purchase of Priority Dispatch Emergency Medical Dispatch (EMD), Emergency Fire Dispatch (EFD), and Emergency Police Dispatch (EPD) Dispatching Software at a cost NTE: \$9,438

**SUBJECT AREA:** Financial

**ACTION REQUESTED:**

Authorize the purchase of Priority Dispatch Emergency Medical Dispatch (EMD), Emergency Fire Dispatch (EFD), and Emergency Police Dispatch (EPD) Dispatching Software, at a cost not to exceed \$9,438.00 from budget line 24-4320-5100.

**HISTORY/BACKGROUND:**

The Lenoir County Emergency Services Department – Communications Division has begun implementation of the computerized Priority Dispatch Emergency Fire Dispatch and Emergency Police Dispatch system. The purchase of two- (2) additional EMD, EFD and EPD dispatching software licenses will allow the Communications Division to be able to service the citizens of Lenoir County in a more timely and accurate manner by utilizing the Non-Emergency Medical Transport and Supervisor workstation positions for call overflow. The purchase of these three software packages includes the purchase of the software.

**EVALUATION:**

The additional purchase of the EMD, EFD and EPD software licenses is necessary to assist the Communications Division personnel in the performance of their duties as Emergency Medical Dispatchers, Emergency Fire Dispatchers and Emergency Police Dispatchers. This product cannot be bid out, due to it being vendor specific. Priority Dispatch is the only authorized dealer for this software package. This is a fully funded expenditure from the 911 Special Revenue monies.

**MANAGER'S RECOMMENDATION:**

Respectfully recommend approval.

\_\_\_\_\_  
Initials

**RESOLUTION: NOW THEREFORE, BE IT RESOLVED** by the Lenoir County Board of Commissioners that: The purchase of two- (2) additional Priority Dispatch Emergency Medical Dispatch (EMD), Emergency Fire Dispatch (EFD) and Emergency Police Dispatch (EPD) Dispatching Software to be approved at a cost not to exceed \$9,438.00 from budget line 24-4320-5100.

**AMENDMENTS:**

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

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

YEA VOTES: Brown \_\_\_\_\_ Davis \_\_\_\_\_ Graham \_\_\_\_\_ Humphrey \_\_\_\_\_

Pharo \_\_\_\_\_ Stroud \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
George W. Graham Jr., Chairman      09/07/10  
Date

\_\_\_\_\_  
ATTEST                      09/07/10  
Date

**INTRODUCED BY:** Michael W. Jarman, County Manager **DATE:** 9/07/10 **ITEM NO.** 13.

Resolution Authorizing Purchase of Solid Rubber Tires for Case 621C Loader:  
Colony Tire: \$19,730

**SUBJECT AREA:** Purchases - Bids

**ACTION REQUESTED:**

The Board is requested to authorize the purchase of four (4) solid rubber tires for the Case 621C loader at the landfill by Colony Tire of Kinston, N.C., in of \$19,730.

**HISTORY/BACKGROUND:**

In an effort to extend the life of the MSW Landfill Cell #1, the Landfill Director reopened the MSW transfer station in January of 2010. The Case 621C loader owned by the landfill is constantly moving dirt and garbage. The Case loader was brought over to the transfer station to move garbage from the concrete pad in the transfer station into the empty trailers that haul the garbage to Sampson County. The bias tires on the loader immediately began to experience flat tires. The tires were filled with foam, but the rough surface of the concrete transfer station floor ate-up the rubber bias tires down to the inside foam (see attached pictures). The landfill operations must continue; therefore, it is necessary to replace the foam filled tires on the loader with solid rubber tires.. This will prevent costly flats from reoccurring and will stand up to the rough surface of the transfer station concrete floor. Each time the loader experienced a flat tire, it would be out of service for a considerable amount of time and the repair would be between \$400 and \$500 per tire.

**EVALUATION:**

When the Case 621C loader was moved over to the MSW Transfer station, it began experiencing flat tires. Repair of the flat tires is \$400 to \$500 each time a flat occurs. Foam filling of the tires was the least expensive option, but the rough surface of the transfer station concrete floor ate-up the rubber bias tires down to the foam filling. The Landfill Director contacted other landfills that operate transfer stations and they all recommended solid rubber tires that are made for the constant abuse of transfer station operations. This is the best solution to prevent future flats and downtime of the loader. The Landfill Director received prices for new and retreaded solid rubber tires from five (5) tire and heavy equipment suppliers. Colony Tire of Kinston provided the best price for the tires, pick-up of the tires (each tire weighs approximately 1,300#), and pressing the old tires off and the new ones onto our existing wheels. Colony Tire can perform the task over a weekend and disrupt the transfer station operations as little as possible. A breakdown of the prices to follows:

Colony Tire	Kinston, N.C.	\$19,730	Complete (2 day downtime)
Solid Boss Tires	Michigan	\$17,550	Tires only
Chicago Tire	Illinois	\$18,440	Tires only
Piedmont Tire	Raleigh, N.C.	\$19,180	Complete (3 week downtime)
Byrds Tire	Texas	\$17,800	Tires only
East Carolina Equip	Greenville, N.C.	\$27,292	Tire and wheel assembly only

Approval of this resolution will allow for the purchase and mounting of four (4) solid rubber tires on the Case 621C loader, the encumbrance of funds, and the payment of the repair bill.

**MANAGER'S RECOMMENDATION:**

Respectfully recommend approval.

\_\_\_\_\_  
Initials

**RESOLUTION: NOW THEREFORE BE IT RESOLVED** that the Board authorizes the purchase and mounting of four (4) solid rubber tires for the Case 621C loader at the landfill by Colony Tire of Kinston, N.C., in an amount not to exceed \$19,730.

Funding Source:      Landfill Fund  
                                 Maintenance / Repairs      66-4720-3520

**AMENDMENTS:**

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

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

YEA VOTES: Brown \_\_\_\_\_ Davis \_\_\_\_\_ Graham \_\_\_\_\_ Humphrey \_\_\_\_\_

Pharo \_\_\_\_\_ Stroud \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
George W. Graham Jr., Chairman      09/07/10  
Date

\_\_\_\_\_  
ATTEST      09/07/10  
Date

**INTRODUCED BY:** Michael Jarman, County Manager **DATE:** 09/07/10 **ITEM NO.:** 14

Resolution Approving the Exposure Control Plan for Lenoir County Transit

**SUBJECT AREA:** Administrative

**ACTION REQUESTED:**

Approve the Lenoir County Transit Exposure Control Plan.

**HISTORY:**

August 3, 1998 the Lenoir County Commissioner's adopted an Occupational Exposure Control Policy (Bloodborne Pathogens). The policy adopted states; "Therefore, each department having an employee(s) with occupational exposure as defined by this policy shall be responsible for the development and implementation of its own written Exposure Control Plan. The plan shall be designed to eliminate or minimize employee exposure to blood or other potentially infectious materials." In addition to Lenoir County's Policy the NCDOT/Public Transportation Division includes BloodBorne Pathogen Training in its Minimum Training Standards for Community Transportation Vehicle Operators. This is included in Lenoir County Transit System Safety Plan which was approved by Lenoir County Board of Commissioners April 5, 2010.

**EVALUATION:**

After reviewing the risk of exposure to bloodborne pathogens, it was determined that Lenoir County Transit would have to adopt an Exposure Control Plan. With the implementation of the Exposure Control Plan, Lenoir County Transit will be adhering to the policy of Lenoir County and NCDOT/Division Public Transportation.

**MANAGER'S RECOMMENDATION:**

Respectfully Recommend Approval

INITIALS

**RESOLUTION: NOW THEREFORE BE IT RESOLVED** by the Lenoir County Board of Commissioners that the Board approves the Exposure Control Plan for Lenoir County Transit.

**AMENDMENTS**

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

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

YEA VOTES: Brown \_\_\_\_\_ Davis \_\_\_\_\_ Graham \_\_\_\_\_ Humphrey \_\_\_\_\_

Pharo \_\_\_\_\_ Stroud \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
George W. Graham Jr., Chairman      09/07/10  
Date

\_\_\_\_\_  
ATTEST                      09/07/10  
Date

# Lenoir County Transit Exposure Control Plan

## POLICY

The Lenoir County Transit (LCT) is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 *CFR* 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

The ECP is a key document to assist our organization in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- Determination of employee exposure
- Implementation of various methods of exposure control, including:
  - Universal precautions
  - Engineering and work practice controls
  - Personal protective equipment
  - Housekeeping
- Hepatitis B vaccination
- Post-exposure evaluation and follow-up
- Communication of hazards to employees and training
- Recordkeeping
- Procedures for evaluating circumstances surrounding exposure incidents

Implementation methods for these elements of the standard are discussed in the subsequent pages of this ECP.

## PROGRAM ADMINISTRATION

- The LCT Director is responsible for implementation of the ECP. The Safety Training Officer will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures.  
Contact location/phone number: LCT 252-559-6457
- Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.

- The Safety Training Officer will provide and maintain all necessary personal protective equipment (PPE), engineering controls, labels, and red bags as required by the standard. The Safety Training Officer will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes. Contact location/phone number: LCT 252-559-6457.
- The Safety Training Officer will be responsible for ensuring that all medical actions required by the standard are performed and that appropriate employee health and OSHA records are maintained. Contact location/number: LCT 252-559-6457.
- The Safety Training Officer will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA, and NIOSH representatives. Contact location/phone number: LCT 252-559-6457.

#### EMPLOYEE EXPOSURE DETERMINATION

The following is a list of all job classifications at our establishment in which all employees have occupational exposure:

<i>Job Title</i>	<i>Department/Location</i>
Driver	LCT/Lenoir County

The following is a list of job classifications in which some employees at our establishment have occupational exposure. Included is a list of tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure may occur for these individuals:

Drivers/LCT/ Driving dialysis and other clients

#### METHODS OF IMPLEMENTATION AND CONTROL

Universal Precautions:

All employees will utilize universal precautions.

**Exposure Control Plan** Employees covered by the bloodborne pathogens standard

will receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees can review this plan at any time during their work shifts by contacting the Safety Training Officer. If requested, we will provide an employee with a copy of the ECP free of charge and within 15 days of the request.

The Safety Training Officer is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

**Engineering Controls and Work Practices** Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls used are listed below:

LCT identifies the need for changes in engineering controls and work practices through: Review of OSHA records, employee interviews, committee activities etc.

We evaluate new procedures and new products regularly by reviewing new products and discussing issues with the Lenoir County Health Department.

Both front-line workers and management officials are involved in this process in the following manner: Employees can suggest to management any improvements in products or issues.

Safety Training Officer is responsible for ensuring that these recommendations are reviewed and implemented if an improvement to our operation.

**Personal Protective Equipment (PPE)** PPE is provided to our employees at no cost to them. The Safety Training Officer or designee provides training in the use of the appropriate PPE for specific tasks or procedures.

The types of PPE available to employees are as follows:

Gloves, disinfectants, eye protection, masks and spill response kits.

PPE is located at the dispatch office and may be obtained through a dispatcher.

The Safety Training Officer will ensure that PPE is available.

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removing gloves or other PPE.
- Remove PPE after it becomes contaminated and before leaving the work area.
- Used PPE that has not been contaminated may be disposed of in a trash bin.
- Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

The procedure for handling used PPE is as follows:

Any items that have been contaminated will be placed in a plastic bag, then placed in a biohazard red bag. This will be given to the Safety Training Officer or Assistant Director for removal to the Lenoir County Health Department for disposal.

**Housekeeping:** Vehicles are cleaned and decontaminated as soon as feasible after visible contamination.

Broken glass that may be contaminated is only picked up using mechanical means, such as a brush and dustpan.

**Laundry:** Laundry that is contaminated will be disposed of using the same

methods as PPE.

**Labels** The following labeling methods are used in this facility:

Red bag with biohazard label will be used for contaminated items.

The Safety Training Officer is responsible for ensuring that warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought into the facility. Employees are to notify Safety Training Officer if they discover waste containers, contaminated equipment, etc., without proper labels.

### **HEPATITIS B VACCINATION**

Safety Training Officer will provide training to employees on Hepatitis B vaccinations, addressing safety, benefits, efficacy, methods of administration, and availability.

The Hepatitis B vaccination series is available at no cost after initial employee training and within 10 days of initial assignment to all employees identified in the exposure determination section of this plan. If the employee resigns before his probationary period is up and he has received the Hepatitis B vaccination, the cost of the vaccination will be assessed to the employee. This may mean withholding the cost from the employee's last check. Vaccination is encouraged unless: 1) documentation exists that the employee has previously received the series; 2) antibody testing reveals that the employee is immune; or 3) medical evaluation shows that vaccination is contraindicated.

However, if an employee declines the vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept at the office of the Safety Training Officer.

The Lenoir County Health Department will provide vaccination at the Transit Office or at the Health Department.

Following the medical evaluation, a copy of the health care professional's written opinion will be obtained and provided to the employee within 15 days of the completion of the evaluation. It will be limited to whether the employee requires

the hepatitis vaccine and whether the vaccine was administered.

### **POST-EXPOSURE EVALUATION AND FOLLOW-UP**

Should an exposure incident occur, contact Safety Training Officer/Assistant Director at the following number 252-559-6457

An immediately available confidential medical evaluation and follow-up will be conducted by Lenoir County Health Department. Following initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.
- If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
- Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status
- If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

### **ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP**

The Safety Training Officer ensures that health care professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's bloodborne pathogens standard.

The Safety Training Officer ensures that the health care professional evaluating an employee after an exposure incident receives the following:

- a description of the employee's job duties relevant to the exposure incident
- route(s) of exposure
- circumstances of exposure
- if possible, results of the source individual's blood test
- relevant employee medical records, including vaccination status

The Lenoir County Health Department will provide the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

## **PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT**

The Safety Training Officer will review the circumstances of all exposure incidents to determine:

- engineering controls in use at the time
- work practices followed
- a description of the device being used (including type and brand)
- protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
- location of the incident (vehicle, office, etc.)
- procedure being performed when the incident occurred
- employee's training

If revisions to this ECP are necessary the Safety Training Officer will ensure that appropriate changes are made. (Changes may include an evaluation of safer devices, adding employees to the exposure determination list, etc.)

## **EMPLOYEE TRAINING**

All employees who have occupational exposure to bloodborne pathogens receive initial and annual training conducted by the Safety Training Officer or designee. All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- a copy and explanation of the OSHA bloodborne pathogen standard
- an explanation of our ECP and how to obtain a copy
- an explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident

- an explanation of the use and limitations of engineering controls, work practices, and PPE
- an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- an explanation of the basis for PPE selection
- information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge unless the employee leaves employment while on probationary period
- information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- an explanation of the signs and labels and/or color coding required by the standard and used at this facility
- an opportunity for interactive questions and answers with the person conducting the training session.

Training materials for this facility are available at the office of the Safety Training Officer.

## **RECORDKEEPING**

### Training Records

Training records are completed for each employee upon completion of training. These documents will be kept for at least three years at LCT Office.

The training records include:

- the dates of the training sessions
- the contents or a summary of the training sessions
- the names and qualifications of persons conducting the training
- the names and job titles of all persons attending the training sessions

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to the Safety Training Officer.

### **Medical Records**

Medical records are maintained for each employee with occupational exposure in accordance with 29 *CFR* 1910.1020, "Access to Employee Exposure and Medical Records."

The Safety Training Officer is responsible for maintenance of the required medical records. These confidential records are kept in LCT Office for at least the duration of employment plus 30 years.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to LCT Director.

### **OSHA Recordkeeping**

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 *CFR* 1904). This determination and the recording activities are done by the Safety Training Officer.

**HEPATITIS B VACCINE DECLINATION (MANDATORY)**

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future if I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Signed: (*Employee Name*) \_\_\_\_\_ Date: \_\_\_\_\_

**HEPATITIS B VACCINE REIMBURSEMENT (MANDATORY)**

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I understand that if I receive the Hepatitis B vaccine, Lenoir County Transit will pay for the cost. **I understand that if I leave employment during my probationary period after receiving the vaccination, I will be responsible for reimbursing LCT for the cost of the vaccine. I further understand that LCT can withhold this from my final check.**

Signed: (*Employee Name*) \_\_\_\_\_ Date: \_\_\_\_\_

**INTRODUCED BY:** Michael Jarman, County Manager **DATE:** 09/07/10 **ITEM NO.:** 15

Resolution Approving the Contracts for Preventative Maintenance of Lenoir County Transit (LCT) Vehicles Utilizing Funds from the American Recovery and Reinvestment Act (ARRA) of 2009

**SUBJECT AREA:** Finance

**ACTION REQUESTED:**

Approve for Award Contracts for Preventative Maintenance of LCT Vehicles to Sparkle Right, Grants Services and Auto Generator and Starter Service to be funded by the American Recovery and Reinvestment Act of 2009 (ARRA).

**HISTORY/BACKGROUND:**

On May 4, 2009, a resolution was approved by the Board of Commissioners approving the American Recovery and Reinvestment Act of 2009 Application for FY 2009-2011. The ARRA provided funds to allow Transit Systems to apply for grants for Preventative Maintenance for vehicles. This resolution included preventative maintenance for eighteen (18) vehicles. NCDOT also approved preventative maintenance to include washing of vehicles, and interior cleaning, along with preventative maintenance for wheelchair lifts. This will be for a two (2) year period with an option for up to five (5) years. On April 25, 2010, thirty seven (37) Request for Proposals were sent to vendors in Lenoir and other counties. The Request for Proposal was advertised in the local paper, a minority owned paper and the State of NC Purchase and Contract Interactive Purchasing System. Seven (7) proposals were returned for three (3) types of preventative maintenance: Vehicle Washing, Vehicle Preventative Maintenance, and Wheelchair Lift Preventative Maintenance. A pre-proposal conference was held May 6, 2010. Bid opening was held on May 25, 2010.

**EVALUATION:**

After the bid opening, a local review committee made recommendations and the package was reviewed by NCDOT/Division of Public Transportation and on August 24, 2010 NCDOT approved the following vendors: Sparkle Right for vehicle washing, Auto Generator and Starter for vehicle preventative maintenance and Grant's Service for wheelchair lift maintenance. With the approval of these vendors, Lenoir County Transit will be able to utilize these ARRA funds for the preventative maintenance on the Lenoir County Transit vehicles.

**MANAGER RECOMMENDATION:**

Respectfully Recommend Approval

\_\_\_\_\_  
Initials

**RESOLUTION: NOW, THEREFORE BE IT RESOLVED** by the Lenoir County Board of Commissioners that the County Manager or staff so designated are hereby authorized to award contracts for Preventative Maintenance utilizing ARRA funds to: Sparkle Right, Auto Generator and Starter and Grant's Service; and be it further resolved that if the contracts are awarded, the County Manager or staff so designated is authorized to execute the required documents to obtain the necessary grant funds.

**AMENDMENTS:**

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

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

YEA VOTES: Brown \_\_\_\_\_ Davis \_\_\_\_\_ Graham \_\_\_\_\_ Humphrey \_\_\_\_\_

Pharo \_\_\_\_\_ Stroud \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
George W. Graham Jr., Chairman      09/07/10  
Date

\_\_\_\_\_  
ATTEST                      09/07/10  
Date



NORTH CAROLINA

WAYNE COUNTY

Highway 70 Corridor  
Commission INTER LOCAL  
AGREEMENT

This Agreement made as of the 1st day of July, 2010, by and among the Counties of Carteret, Craven, Johnston, Lenoir, and Wayne.

WHEREAS, the completion of US Highway 70 is essential to the continued economic growth of the Cities, Counties and Region along the corridor; and

WHEREAS, the completion of Highway 70 will greatly enhance industrial growth, commercial expansion and increased tourism for all of Eastern North Carolina; and

WHEREAS, it is the belief of these governmental units that it is necessary to form a Highway 70 Corridor Commission to work in partnership with the North Carolina Department of Transportation; local, state and federal elected officials; municipalities; Chambers of Commerce; rail officials; the NC Ports Authority; local businesses; and residents to accomplish the expeditious completion of US 70; and

WHEREAS, the parties hereto believe that the Highway 70 Corridor Commission is necessary to coordinate directly with these partners in order to influence and expedite the design concepts and construction of Highway 70; and

WHEREAS, the local governments who are parties to this agreement intend to work together to insure that Highway 70 will positively impact them and provide them with a strong economic future.

NOW THEREFORE, BE IT RESOLVED:

1. That the parties hereto form the Highway 70 Corridor Commission.
2. That the parties hereto are committed to the Highway 70 Corridor Commission as follows:

Carteret County	\$25,000
Craven County	\$25,000
Johnston County	\$25,000
Lenoir County	\$25,000
Wayne County	\$25,000
Other Funds:	
Eastern Region	\$25,000 (Grant Request)

3. That each county government who is a party to this agreement, shall have **four (4) representatives** ~~three (3) regular representatives and one (1) alternate on the Commission~~ to be appointed by the Board of Commissioners in the respective counties (members may include but not limited to: county commissioner, city/municipal representative, local transportation committee representative, Economic Development/Chamber representative, etc.). Other non-voting ex-officio members of the Commission shall include the county managers, a representative from the Division 2 & 4 staff of the

North Carolina Department of Transportation, a representative of the rail officials, a representative of the North Carolina Ports Authority, a representative from the North Carolina Eastern Region, a representative from East Carolina Council, representatives of the North Carolina Department of Transportation Board representing the Highway 70 Corridor, and other members that the Commission may determine appropriate.

4. That the Commission shall meet at least quarterly.

5. That the Commission shall adopt rules and standards for operation.

6. That the Commission may appoint advisory/sub-committees to ensure involvement of various interests along the corridor.

7. That the Commission shall develop a scope of work annually, and secure the services of consultants/contractors to advise/support and to assist in influencing decisions on the US 70 Corridor that will benefit the parties hereto.

8. That the officers of the US 70 Highway Corridor shall be a chair, vice chair, treasurer, and secretary elected by the Commission annually in January.

9. That funds shall be administered by one of the local governments who is a party to this matter meeting all

statutory fiscal requirements as set forth by North Carolina general statutes.

10. This Commission will seek additional funding through other sources such as grants.

11. There shall be an annual review of the Commissions activities to be forwarded to each member organization for membership consideration annually.

12. This agreement shall automatically annually renew unless written notification is received thirty (30) days from the member organization prior to July 1<sup>st</sup> annually.

WITNESS the hands and seals of the managers of the local governments parties hereto.

By: \_\_\_\_\_

Manager  
CARTERET COUNTY

By: \_\_\_\_\_

Manager  
CRAVEN COUNTY

By: \_\_\_\_\_

Manager  
Johnston County

By: \_\_\_\_\_

Manager  
LENOIR COUNTY

By: \_\_\_\_\_

Manager  
WAYNE COUNTY

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. No applications at this time.

<u>BOARD/COMMITTEE/COMMISSION</u>	<u>APPLICANT/ CURRENT MEMBER</u>	<u>TERM EXPIRATION</u>
Lenoir County Transit Advisory Board 1 <sup>st</sup> Appearance	Beverly K. Alston	June 2013
Lenoir County Criminal Justice Partnership Program (CJPP) 1 <sup>st</sup> Appearance	Richard Basili	May 2012

**CURRENT VACANCIES:**

- Lenoir County Health Board – (1) Veterinarian, (1) Optometrist, (1) Pharmacist
- Lenoir County Planning Board – Districts One (1), Four (4) and Alternate
- Grifton Planning Board – One (1) Vacancy
- CJPP – Three (3) Vacancies
- Kinston Board of Adjustment – Two (2) ETJ Members; (1) Primary – (1) Alternate

**MANAGER'S RECOMMENDATION:**

\_\_\_\_\_  
Initials

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

<u>BOARD/COMMITTEE/COMMISSION</u>	<u>APPLICANT/ CURRENT MEMBER</u>	<u>TERM EXPIRATION</u>
Lenoir County Transit Advisory Board 1st Appearance	Beverly K. Alston	June 2013
Lenoir County Criminal Justice Partnership Program (CJPP) 1st Appearance	Richard Basili	May 2012

**AMENDMENTS:**

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

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

YEA VOTES: Brown \_\_\_\_\_ Davis \_\_\_\_\_ Graham \_\_\_\_\_ Humphrey \_\_\_\_\_

Pharo \_\_\_\_\_ Stroud \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
George W. Graham Jr., Chairman      09/07/10  
Date

\_\_\_\_\_  
ATTEST                      09/07/10  
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 County Transit Board

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

Applying as Private Citizen, Retiring from, ESC on 8/1/2010

Name: Beverly K. Alston

Address: 2634 Plantation Circle

City/State/Zip: Kinston, N.C. 28504

Telephone: (Home) 252-522-3651 (Work/cell phone) 252-521-4509

Occupation: Manager - Employment Security Commission

Business Address: 2100 Presbyterian Lane, Kinston, N.C. 28501

Age (Optional): 64

Number hours available per month for this position: 2 hrs.

Training: B.A - Education

Business and Civic Experience/Skills: 20 yrs. Employment Counseling / Mgmt experience

Other County Boards/Committees/Commissions presently serving on: Lenoir Co. Criminal

Justice Partnership Prog/Daily Reporting Ctr. Advisory Board

Expiration date of Term: 2011

### Circle your voting precinct

- K-1 (Carver Courts Recreation Center)
- K-2 (Old Plummer Daniel's Building)
- K-3 (Fairfield Recreation Center)
- K-4 (Northwest Elementary School)
- K-5 (Spillman Baptist Church)
- K-6 (Teachers Memorial School)
- K-7 (Emma Webb Recreation Center)
- K-8 (Holloway Recreation Center)
- K-9 (Kinston Number 4 Fire Station)
- Contentnea (Contentnea Ruitan Building)
- Falling Creek (Banks Elementary School Gym)

- Institute (Institute Methodist Church)
- Moseley Hall (Frink Middle School Gym)
- Neuse (Agricultural Center)
- Pink Hill 1 (Bethel Baptist Church)
- Pink Hill 2 (Pink Hill Rescue Station)
- Sand Hill (Sand Hill VF Department)
- Southwest (Southwest VF Department)
- Trent 1 (Deep Run VF Department)
- Trent 2 (Moss Hill Ruitan Building)
- Vance (GTP Ed & Training CTR.)
- Woodington (Woodington Middle School)

### CERTIFICATION

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

Beverly K. Alston  
Signature of Applicant

7-20-10  
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 County Day Reporting Center Advisory Board

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

\* \* \* \* \*

Name: RICHARD L. BASILI  
Address: 1011 HARVEY CIRCLE  
City/State/Zip: KINSTON N.C. 28501  
Telephone: (Home) 252 522-5882 (Work) N/A  
Occupation: PURCH. MGR.  
Business Address: \_\_\_\_\_  
Age: (Optional): LAYOFF  
Number hours available per month for this position: WHATEVER IT REQUIRES  
Training: ASME BSIT & MBA PLWS 4000 HRS. MACHINE TIME  
Business and Civic Experience/Skills: 40 YRS. PURCH. & MATLS. CONTROL. PRODUCT PLANNER  
Other County Boards/Committees/Commissions presently serving on: LCMA, ISMCV, SUB. FOR COMMITTEE OF 100, CHAMBER OF COMMERCE  
Expiration date of Term: AUTOMATIC RENEWALS (Two year 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)    |
| <u>K-5 (Spillman Baptist Church)</u>        | 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)     | 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.

Richard L. Basili  
Signature of Applicant

8-17-10  
Date