

**LENOIR COUNTY BOARD OF COMMISSIONERS REGULAR MEETING: AGENDA
 MONDAY, OCTOBER 3, 2011 – 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: Recognition of Eric Cantu and Vietnam Veterans Chapter 892
 J Mac Daughety – Transportation Committee Update

- 1. **Items from Chairman/Commissioners: 10 Min.** Board
- 2. **Items from County Manager: 5 Min.** Jarman

CONSENT AGENDA: 10 Min. ACTION

- 3. Approval of Minutes: Regular Board Meeting: September 19, 2011 Banks/Jarman
- 4. Resolution Approving the Releases and Refunds to the Individuals Listed Herein Parrish/Martin
- 5. Budget Ordinance Amendment: General Fund: Finance/Cooperative Extension: \$155. Increase Kelly/Martin
- 6. Budget Ordinance Amendment: General Fund: Process Funds: \$1,796.10. Increase Martin

END OF CONSENT AGENDA

BUDGET ORDINANCE AMENDMENTS/ RESOLUTIONS: 30 Min.

- 7. **A.** Resolution Authorizing Payment to Atlantic Surveying, P.A. for Preparing an Erosion and Sediment Control Plan for the Kinston/Lenoir County Soccer Complex on Hwy. 11/55 in the Amount of \$4,020.00 Wicker/Martin
- B.** Resolution to Accept a \$25,000 Donation from the Children of Dr. Charles B. Randall for a Memorial Garden at the Rotary Dog Park
- 8. **A.** Resolution Authorizing Lenoir County Health Department to Increase the 2011-2012 Budget with 767 Summer Food Service Program (SFSP) Inspections. Huff/Martin
- B.** Budget Ordinance Amendment: General Fund: Health (Environmental Health Program) Increase: \$860.00
- C.** Resolution Authorizing Lenoir County Health Department to Execute Purchase Order Contract to: Garrison Enterprises, Inc.: \$7,500
- D.** Resolution Authorizing Lenoir County Health Department to Execute a Purchase Order Contract to Danny Smith Landscaping & Drainage: \$8,859
- 9. Resolution Approving Proceeding with the Engineering Design, Contract Administration, Wiggins/Hollowel and Project Management Services for the Re-roofing of the Lenoir County Health Department: RTD Associates, PA: \$13,371.02
- 10. Budget Ordinance Amendment: General Fund: DSS: \$380,838. Increase Moore/Martin

APPOINTMENTS: 5 Min.

- 11. Resolution Approving Citizens to Boards, Commissions, Etc. 5 Min. Banks

OTHER ITEMS: 10 Min.

- 12. **Items from County Manager / County Attorney / Commissioners Public Comments/ Closed Session (if necessary)**

APPRECIATION OF THE SERVICES RENDERED

BY

ERIC CANTU and VIETNAM VETERANS CHAPTER 892

WHEREAS, the Board acknowledges the efforts of Eric Cantu and members of Vietnam Veterans Chapter 892 in coordinating the arrival and display of "The Wall That Heals" at Emma Webb Park in Kinston, North Carolina from September 13, 2011 to September 18, 2011

WHEREAS, the Board acknowledges the 58,272 service members including the 22 service members from Lenoir County, 3 from Greene County, and 2 from Jones County memorialized on the Wall

WHEREAS, the Board acknowledges Eric Cantu and members of Chapter 892 have made community involvement a high priority and continuously support the residents and Veterans of Lenoir County

WHEREAS, the Board acknowledges Eric Cantu and members of Chapter 892 for benefiting others by providing moral and financial support to military veterans in the Kinston area

NOW, THEREFORE, BE IT RESOLVED that the Lenoir County Board of Commissioners do hereby express our sincere appreciation and thanks, to **ERIC CANTU AND MEMBERS OF VIETNAM VETERANS CHAPTER 892** for allowing the citizens of Lenoir County and surrounding areas the opportunity to take part in remembering and memorializing our Veterans.

BE IT FURTHER RESOLVED that a copy of this resolution shall be presented to **Eric Cantu** with appreciation for outstanding civic performance and loyal and dedicated service.

Adopted this 3rd day of **October 2011**

LENOIR COUNTY BOARD OF COMMISSIONERS

George W. Graham, Jr., Chairman

April Banks, Interim Clerk to the Board

TO: Chairman and Members of the Board
FROM: Mike Jarman, County Manager
DATE: October 3, 2011
SUBJECT: Items of Interest

1. Economic Development

MINUTES
LENOIR COUNTY BOARD OF COMMISSIONERS
September 19, 2011

Item No. 3

The Lenoir County Board of Commissioners met in open session at 4:00 p.m. on Monday, September 19, 2011 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 Reuben Davis and Commissioners, Jackie Brown, Mac Daughety, Linda Rouse Sutton, Tommy Pharo, and Eric Rouse
Members Absent: None

Also present were: Michael W. Jarman, County Manager, Tommy Hollowell, Assistant County Manager, Martha Martin, Finance Officer, Robert Griffin, County Attorney, April L. Banks, Interim Clerk to the Board, and members of the general public and 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.

PUBLIC INFORMATION

Mr. Wilbur King addressed the Board to thank the employees of Lenoir County for their response to Hurricane Irene. He also expressed appreciation to Mr. Jarman. Mr. Jarman stated Mr. King has always supported the employees and the County. Ms. Sutton commented Mr. King supports the community all year long. Mr. Graham thanked Mr. King and his family for years of dedicated service to the citizens of Lenoir County.

Ms. Mary Williams of H.O.P.E, Helping Other People Establish, spoke about her new business. She is a non-profit designed to assist those needing self-improvement skills. Her program will encourage education and employment skills. Mr. Graham asked about the program structure and funding. Ms. Williams responded, she currently is in need of a Grant Writer to secure funding to obtain homes for Veterans who wish to take part in her program. Mr. Graham stated Mr. Larry Moolenaar of the East Carolina Council assists non-profits in securing grants. Mr. Moolenaar's contact information will be provided to Ms. Williams.

Ms. Henri McClees addressed the Board regarding the New Landowner Protection Act. She is a lobbyist for the NC Sporting Dog Association Inc. This act will attempt to address the problem of people trespassing on others property during hunting season. The new law will go into effect November 1, 2011. Ms. McClees stated if land is posted as being private, then the hunter or fisherman must have written permission from the owner to be on the land. There have been issues in the past with paper land postings being torn down. Another option to identify land as being private is posting with purple paint. The landowner can paint a vertical line of purple paint on trees or posts around the property boundary, or areas intended to prohibit trespass. The paint line needs to be at least eight inches long and the bottom of the line should be between three feet and five feet from the base of the tree or post. The law will make larceny of a dog a Class I Felony, temporary taking of an animal a Class 2 Misdemeanor, and unlawful removal or destruction of electronic dog collars a Class 2 Misdemeanor. All dogs are required to have the name and address of the owner on the dog tag and wear a tracking collar. Mr. Graham inquired as to who would enforce these new laws. Ms. McClees responded Game Wardens will be able to issue citations on the scene and also the Sheriff's Deputies. Ms. Sutton commented the Hunters Association educates their members on new legislature so they are in compliance at all times.

ITEMS FROM THE CHAIRMAN/COMMISSIONERS

Item No. 1 was Items from the Chairman/Commissioners. Mr. Graham stated on September 19, 2011 at 7:00 p.m. the North Carolina Democratic Caucus will have a town hall meeting. There will be senators and house members present to discuss current legislation, budget and the jobs program. Mr. Graham asked about the article printed in the Saturday edition of the Free Press regarding Transportation. Mr. Daughety stated the issue is in regards to the Rail spur and Hull Road closure. City Councilman Bobby Merritt received calls from business owners concerned about the delay and length of the project. Mr. Daughety discussed the concerns with the Department of Transportation (DOT) and they are seeking alternatives to speed up the progress or mitigate the issues with the business owners. The delay is not due to DOT, as the work is being completed by a contractor. DOT will review the contract to determine if fines can be assessed for the delay. Mr. Daughety stated he did not inform the Board because the minutes of the Transportation Committee are public. Mr. Graham stated the flow of information should come from the Transportation Committee to the Board. If the Board determines there is a need for additional contact, then it is the Board's responsibility to contact the appropriate personnel to address the request. Mr. Graham stressed the importance of following protocol.

Governor Perdue announced via letter the approval of a matching grant in the amount of \$500,000 from the Parks and Recreation Trust Fund for the Woodmen Water Park project. She thanked the Board for their efforts to make Lenoir County, as well as North Carolina, a better place to live. There will be an announcement made on Tuesday, September 20, 2011 at 3:30 p.m. at the Lenoir County Visitors Center.

Mr. Daughety presented a letter of support for PlanIt East in obtaining a HUD Sustainable Communities Planning Grant. This is a division of the Military Growth Task Force charged with doing strategic planning for eastern North Carolina. PlanIt East will not be funded by Lenoir County or the Eastern Region. Letters of support have been requested from a variety of government entities. There will be no cost associated. Mr. Jarman stated he would like to alter the final two sentences of the letter so there is no binding agreement. Upon a motion by Ms. Sutton and a second by Mr. Pharo, the Board unanimously agreed to the letter of support with the alterations.

Ms. Sutton commented the Vietnam Veterans Memorial Wall That Heals was very impressive. She recognized Mr. Eric Cantu of Vietnam Veterans Chapter 892, for an exceptional job done with this memorial. Mr. Davis stated he is extremely impressed with the number of people that visited the site. Mr. Rouse stated the ceremonies were moving and also thanked Mr. Cantu for a job well done. Upon a motion by Mr. Davis and a second by Ms. Sutton, the Board unanimously agreed to draft a resolution in honor of Mr. Cantu and his partners for their work in bringing the Memorial to Kinston. Mr. Cantu will be invited to the next Board meeting to be recognized formally and presented with the resolution.

Mr. Graham reminded everyone the Lenoir County Fair will open on Tuesday, September 20, 2011 and run through Saturday, September 24, 2011. He provided an update on FEMA and post hurricane recovery. FEMA has already distributed \$175 million in funds to the citizens for assistance. Mr. Graham reiterated the only way to apply for assistance is to first call 1-800-621-3362 and then speak with a representative in person at the Cooperative Extension Office. He urged people to apply for assistance if needed even if they think they may not qualify. Mr. Jarman stated by mid-week of last week, approximately 40,000-45,000 cubic yards of debris had been removed by contractors. Removal of construction debris will start soon. Next Monday, the contractors will start a second pick up through other areas for more debris removal. Mr. Daughety stated the County has contractors to pick up debris from public and private roads and the DOT will pick up debris from main roads. Mr. Rouse asked if the landfill will grind the debris once it arrives at the dump. Mr. Jarman confirmed this task has already been contracted out. Ms. Susan Moore, Director of Social Services stated 5,620

applications for the Disaster Food Stamp Program were received. The State has issued approximately \$1,848,698 in Disaster Benefits. In total, approximately \$2,129,223 has been spent in the local economy due to disbursements. The Department of Social Services incurred costs of \$13,572 in facilitating the Disaster Food Stamp Program. These costs covered deputies, interpreters, furniture, and other needed equipment. The staff worked 12 hour days for eight days straight for a combined total of 4,000 hours. Approximately 2,202 hours were overtime. Meals were delivered onsite to the staff for lunch. Ms. Moore stated they had volunteers from Cumberland County, Scotland County, Kinston Community Health Center and the Salvation Army. They also had volunteers from other agencies and even private citizens. Mr. Graham asked if FEMA would reimburse some expenses to the department. Mr. Jarman stated some of the overtime hours incurred will qualify for reimbursement and some of the other expenses. Ms. Moore stated 50% will be reimbursed by the USDA. Ms. Brown stated she volunteered for four days and commended Ms. Moore on her staff doing an excellent job. Ms. Moore stated a lot of people did not apply because they did not think they would be eligible. The Salvation Army has become the intake for citizens with unmet needs. Citizens who need additional assistance can contact the Salvation Army and they will refer them to the appropriate agency for assistance.

ITEMS FROM THE COUNTY MANAGER

Item No. 2 was Items from the County Manager. Mr. Jarman stated a Public Citizen Workshop will be held on Tuesday, September 20, 2011 from 4 p.m. to 7 p.m. at Kinston High School regarding the Highway 70 Bypass Project. An additional workshop will be held on Thursday, September 22, 2011 at the Kinston Public Services Complex. Mr. Daughety encouraged the people to attend and provide their input. The original 180 routes have been narrowed down to 30 routes. The Transportation Committee supports a northern route because it is strategically the best for future economic development of Lenoir County. The DOT will be present with eight to ten experts to answer questions.

CONSENT AGENDA

Upon a motion by Ms. Brown and a second by Ms. Sutton, the Board approved the following Consent Agenda.

3. Approval of Minutes: Regular Board Meeting: September 6, 2011

Banks/Jarman

PUBLIC HEARING

Item No. 4 was a Public Hearing on the 2011 Redistricting Plans for Lenoir County Board of Commissioners and Lenoir County School Board. Upon a motion by Mr. Graham and a second by Mr. Davis, the Public Hearing opened at 5:15 p.m. Mr. Griffin stated there were no submissions during the Draw Your Own District period. The plans provided to the Board are the same they were provided. Mr. Graham stated Mr. Griffin did a good job on the plans. No public comments were made. Upon a motion by Mr. Pharo and a second by Ms. Sutton, the Public Hearing closed at 5:17 p.m.

RESOLUTIONS /BUDGET ORDINANCE AMENDMENTS

Item No. 4A was a Resolution by the Lenoir County Board of Commissioners Adopting 2011 Redistricting Plans. Upon a motion by Mr. Pharo and a second by Mr. Daughety, the Board unanimously agreed on Proposed 2011 Lenoir County Electoral District Plan A.

Item No. 5 was a Budget Ordinance Amendment: General Fund: Process Funds: \$10,578.70. Increase. Ms. Martin stated this amendment is to re-appropriate SHIP Grant Funds not expended in previous years. From fiscal year 2006-2007 through fiscal year 2010-2011, a total of \$18,537.84 in

revenue has been received. Of that amount received, only \$7,959.14 has been expended. This leaves a total of \$10,578.70 of SHIP Grant Funds to be rolled forward into fiscal year 2011-2012. Upon a motion by Ms. Brown and a second by Mr. Daughety, Item No. 5 was unanimously approved.

Item No. 6 was a Budget Ordinance Amendment: General/Capital Improvements Fund Transfers-Other Funds/Community Development: \$12,500. Increase. Ms. Martin stated this amendment is to appropriate funds from the General Fund to the Capital Improvements Fund to cover the cost of the County's commitment to the Military Growth Task Force. On June 20, 2011, the Commissioners voted to join the Military Growth Task Force. Upon a motion by Ms. Sutton and a second by Mr. Daughety, Item No. 6 was unanimously approved.

Item No. 7 was a Budget Ordinance Amendment: General Fund: Finance/Non-Departmental/Emergency management: \$12,630. Increase. Ms. Martin stated this amendment is to budget insurance proceeds received from VFIS Insurance Company on 9/12/2011 in the amount of \$10,676.69 and proceeds received from Great West Casualty Company on 9/12/2011 in the amount of \$1,952.66. The VFIS checks are to cover the cost of repairs to the 2008 Ford Expedition driven by Roger Dail that was involved in an accident on 7/13/2011. The check from Great West Casualty Company was to cover the cost of renting a replacement vehicle. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 7 was unanimously approved.

Item No. 8A was a Resolution Requesting the Establishment of Fees for Rabies Vaccinations. Mr. Joey Huff, Health Department Director addressed the Board. This resolution is to establish the fee for rabies vaccinations at \$7.00 to be administered at the county sponsored Rabies Vaccination Clinics. North Carolina General Statute 130A-188 required the Board of County Commissioners to establish the fee for rabies vaccination at County sponsored vaccination clinics. The clinics have been scheduled for Tuesday, September 27, 2011 at Riverbank Animal Hospital, Northside Animal Hospital, Countryview Animal Hospital and Animal Hospital of Lenoir County in LaGrange. Mr. Rouse asked if there would be a cost associated with the vaccinations. Mr. Huff responded there are only media costs incurred by the County. Upon a motion by Mr. Daughety and a second by Mr. Pharo, Item No. 8A was unanimously approved.

Item No. 8B was a Resolution Approving the Lenoir County Health Department to Increase the 2011-2012 Budget with Lenoir County School Nurse Funding Initiative (SNFI) Funds: \$150,000. Mr. Huff stated the Health Department will enter into a contractual agreement with Lenoir County Schools for the School Nurse Funding Initiative with State funds. House Bill 200 directed that SNFI funds be appropriated to the local health department for disbursement to the local school system pursuant to terms in a contract between the local health department and the local school system. Lenoir County Health Department has been allocated \$150,000 in SNFI funds to support three (3) school health nurse positions. Upon a motion by Mr. Daughety and a second by Ms. Sutton, Item No. 8B was unanimously approved.

Item No. 8C was a Budget Ordinance Amendment: General Fund: (General) School Health Nurse Line Item Budget Increase: \$150,000. This amendment is to allocate additional State funding for support for the School Health Nurse Initiative Program. Upon a motion by Mr. Daughety and a second by Ms. Sutton, Item No. 8C was unanimously approved.

Item No. 8D was a Resolution Authorizing Lenoir County Health Department to Execute a Purchase Order: Lenoir County Schools: \$150,000. Mr. Huff stated this resolution will grant permission to Lenoir County Health Department to pay monthly expenditures to Lenoir County Schools on a monthly basis for the School Health Nurse Initiative program. The Health Department and Lenoir County Public Schools will enter into a contract. They will submit a monthly invoice in which the Health Department will pay out of these funds. Mr. Rouse questioned if the contract is for new hires or existing employees. Mr. Huff responded the contract is for existing employees. Mr. Huff reminded everyone to participate in the 2011 Community Health Survey. The Health Department

worked with Lenoir Memorial Hospital to print 25,000 copies at no cost. The hospital paid for the survey to be distributed as an insert in the Free Press. They are currently working with East Carolina University to get the survey online. The survey is postage free and he encouraged everyone to participate. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 8D was unanimously approved.

PUBLIC HEARING

The Department of Social Services held a Public Hearing regarding the 2012-2014 Electing County Work First Block Grant Plan. Upon a motion by Mr. Graham and a second by Mr. Davis, the Public Hearing opened at 5:30 p.m. Ms. Moore stated an Executive Order of Governor Jim Hunt in 1995 set a two-year time limit on assistance. In 1997, Temporary Assistance to Needy Family (TANF) became Federal Law. Five year time limits were set and the program placed emphasis on work. This gave local government significant control over their TANF program. By choosing Lenoir County to be an Electing County, there is a savings of \$102,372 each year. In August 1995, there were 1,773 families receiving a Work First Family Assistance (WFFA) check. In July 2011, there were only 161 families receiving a Work First Check. DSS budgeted a total of \$2,909,458 (Federal & County money) for the 2011 Work First Budget. This is down from over \$6 million in 1995. There are time limits for receiving assistance. Federal allows 60 months in a lifetime and state allows 24 months. Recipients must remain off WFFA for 3 years between active periods. There is no time limit for Child Only Cases. The income limits for WFFA are as follows:

Family Size	1	2	3	4	5
Income Limit (Monthly)	\$362	\$472	\$544	\$594	\$648

Currently, 78% of WFFA Families are black, 17% are white and 5% are of other races. In Lenoir County, the Work First program has 333 individuals with 273 being children and 60 being parents. The average payment is \$213.

Work First activities include Job Readiness Training, Job Search, On-the-Job Training and Subsidized Employment. Supportive Services include Case Management, transportation (\$600 max), uniforms, tools, job-related equipment, child day care, substance abuse treatment and family counseling. Lenoir County has different requirements than other counties. The family must cooperate with Child Support first and single parents are exempt from work-related activities up to three (3) months after the birth of a baby. Parents must complete 35 hours a week of work or work-related activities. No check is issued until after activities are completed. A recipient is not eligible for three (3) months if they quit the job without good cause or reason or if they are fired from the job for any reason other than not being able to do the job or employer lay-off. A recipient is not eligible until compliance is met regarding: failure to get regular medical check-ups for their child, refusing a drug screen, refusing drug treatment, or if they have a school-aged child not attending school regularly. New differences are: drug screening before job search or work experience activities, counting SSI income, counting income for everyone in the household, Kinship Care Payment, and Kinship Care Supportive Services. Kinship Care is a new component to assist WFFA cases in which the children are living with someone other than the parent. Children’s Protective Services have placed the children with relatives to avoid Foster Home Placements. Kinship Care will provide a small payment to a Caretaker Relative to offset the initial costs of assuming care of a new child. These are monthly payments for one (1) year. DSS also has a Diversion Benefits program in which eligible citizens can receive a one-time lump sum payment equal to three (3) months of benefits.

Emergency Assistance is intended to help with short-term income interruptions of low-income working families. The need must be unplanned and unavoidable. These benefits are limited to \$600

per year and can assist with housing, utilities, transportation, child care, and employment-related expenses.

The income limits used for Emergency Assistance are as follows:

Family Size	1	2	3	4	5
Monthly Income	\$1,815	\$2,452	\$3,089	\$3,725	\$4,364
Annual Income	\$21,780	\$29,424	\$37,068	\$44,700	\$52,344

No public comments were made. Upon a motion by Mr. Graham and a second by Mr. Daughety, the Public Hearing closed at 5:50 p.m.

RESOLUTIONS

Item No. 9 was a Resolution Approving the Recommended Electing County Work First Block Grant Plan for FY 2012-14. During a regularly scheduled meeting on August 15, 2011, the Board voted unanimously to request to be designated as an Electing Work First County and appointed a Work First Block Grant Planning Committee. The committee's charge was to develop a qualified Electing County Plan that would reduce the County's Maintenance of Effort to 90% while avoiding program changes that would increase the County's administrative costs. Upon a motion by Mr. Davis and a second by Ms. Sutton, Item No. 9 was unanimously approved.

Item No. 10 was a Resolution Authorizing Replacement of Windows Damaged by Hurricane Irene at the Tax Office and Upgrading Framing Structure and Windows to One Inch Insulated Solar Reflective Bronze Glass Units: Oliver Glass Company: \$6,699. Mr. Hollowell stated on Saturday, August 27, 2011, Hurricane Irene blew out a large ¼" plate glass window and cracked another at the front of the Administration Building in the Tax Office areas. The estimate to replace the two (2) windows is approximately \$1,500. Since the storm, staff has evaluated the replacement of the two (2) windows and has made a recommendation to administration to redesign all four (4) storefront windows at the Administration Building. Replacing all four (4) storefront windows on the Queen Street side of the building with one inch insulated solar reflective bronze glass units will be a safer and more energy efficient solution than just replacing the two (2) broken large windows with ¼" plate glass. Mr. Rouse asked if three (3) bids were received on the project. Mr. Hollowell stated the project was not bid due to the urgency of the project. Oliver Glass has been replacing windows over the years for the County. Mr. Jarman stated the replacements may be reimbursable through FEMA. Mr. Rouse stated there are grants available for upgrades through the State and Federal Government. He asked what the minimum amount is in order to bid a project. Mr. Jarman stated the minimum amount is \$30,000. Mr. Rouse stated he would like to allow community vendors the opportunity to bid on projects in the future. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 10 was unanimously approved.

PUBLIC HEARING

Item No. 11 was a Public Hearing on the Proposed Rural Operating Assistance Program (ROAP) Application Submission. Upon a motion by Mr. Graham and a second by Mr. Davis, the Public Hearing opened at 5:59 p.m. Mr. Bill Allison, Director of Transit stated this is an annual grant with three (3) components. There is a \$28,000 cut from last year. Mr. Rouse stated the community believes the Transit System is being subsidized by the County, but expenses are covered through ticket sales and grants. County tax payer money does not fund the system. Mr. Allison stated tax payers should be aware the Transit System is open to the public. There is a tremendous amount of riders who pay fares to Lenoir Community College, Sanderson Farms, and Electrolux. There are

currently 8,500 people who utilize the Transit System per month. The cost for the disabled and seniors over age 60 is only \$1. No public comments were made. Upon a motion by Mr. Rouse and a second by Mr. Daughety, the Public Hearing closed at 6:04 p.m.

RESOLUTION

Item No. 11A was a Resolution Approving the Rural Operating Assistance Program (ROAP), Elderly Disabled Transportation Assistance Program (EDTAP) \$70,817, Employment Transportation Assistance Program (EMP) \$38,486, and Rural General Public (RGP) Funding \$66,794 for FY 2011-2012 Totaling \$176,097. EDTAP and EMP programs are 100% State funded and require no local match; RGP requires a minimum match of 10% local funds (RGP ticket sales). Lenoir County Transit will be receiving 40% of EDTAP and Council on Aging will be receiving 60% of EDTAP funds. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 11A was unanimously approved.

APPOINTMENTS

Item No. 12 was a Resolution Appointing Citizens to Boards, Commissions, Etc.

<u>BOARD/COMMITTEE/COMMISSION</u>	<u>APPLICANT/ CURRENT MEMBER</u>	<u>TERM EXPIRATION</u>
Home & Community Block Grant Advisory Committee 2 nd Appearance	Terrance Body	September 2014
Lenoir County Transit Advisory Board 2 nd Appearance	Jamie Wallace	September 2014

Upon a motion by Ms. Brown and a second by Mr. Daughety, the above second appearance appointments were unanimously approved.

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

OTHER ITEMS /RESOLUTION

The add-on Item was a Resolution Appointing Roger Dail as Designated Primary Agent and Michael W. Jarman as Designated Secondary Agent for Hurricane Irene Recovery Projects. This resolution will authorize them to execute necessary documents associated with the application and reporting. The County has submitted a “Request for Public Assistance” to FEMA to cover expenses incurred prior to, during, and after Hurricane Irene. FEMA requires the County appoint a Designated Primary Agent and a Designated Secondary Agent to execute necessary documents associated with the application for assistance and reporting. Upon a motion by Mr. Daughety and a second by Ms. Brown, the Resolution was unanimously approved.

Mr. Graham asked Mr. Jarman to express appreciation to the staff for their effort and hard work during the County’s time of need.

ADJOURN

Upon a motion by Ms. Brown and a second by Mr. Daughety the Board adjourned at 6:07 p.m.

Respectfully submitted,

Reviewed By

April L. Banks
Interim Clerk to the Board

Michael W. Jarman
County Manager

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

<u>Year</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>	<u>Reason</u>
2011	Claude & Peggy Stroud	27819	\$336.00	Corrected Listing
2011	Claude & Peggy Stroud	27819	336.00	Corrected Listing
2011	William Taylor	69225	632.24	Adjusted Value
2011	Mark Prybylinski	39639	219.05	Corrected Listing
2011	A G Machining of NC	65875	4240.37	Out of Business
2011	Myrtle Battle	1552	345.86	Legal Exemption
2011	Mile High Aviation LTD	68013	260.26	Corrected Listing
2010	Mile High Aviation LTD	68013	269.15	Corrected Listing
2009	Mile High Aviation LTD	68013	324.14	Corrected Listing
2011	Manley Alphin	405	495.88	Legal Exemption
2011	Brock & Norton Investments	70890	2285.51	Listed in other County
2011	Leon Ezzell	70312	266.47	Legal Exemption
2011	Dupont E I Denemours Co	7658	5887.65	Adjusted Value
2011	C & K King Farms	69142	258.63	Adjusted Value
2011	Tran Thanh Cong Vu Dung	36144	757.68	Adjusted Value
2011	USCOC of Greater NC LLC	39348	235.94	Corrected Listing
2011	Crown Castle South LLC	59007	967.36	Corrected Listing
2011	Crown Castle South LLC	59007	726.18	Corrected Listing
2011	C & C Rooks Properties	66918	626.38	Corrected Listing
2011	Alliance Healthcare Services	70538	755.61	Corrected Listing
2011	Alliance Healthcare Services	70538	20646.86	Double Listed
2011	Mooring Turkeys Inc	57122	264.42	Corrected Listing
2011	Howard & Carter Funeral	13959	152.16	Double Listed
2011	Nathaniel Brunton	58146	105.90	Corrected Listing
2011	Vivia Chavez	41451	125.11	Corrected Listing
2011	Chris Suggs	66170	120.28	Corrected Listing
2011	Charles Burkett	61752	142.48	Double Listed
2011	Sharman Griffin	33095	261.44	Corrected Listing
2011	Timothy Stallings	30179	129.09	Corrected Listing
2011	Manuel Villa	51702	121.54	Corrected Listing
2011	Cab East LLC	26509	427.25	Adjusted Value
2011	Financial Services Veh	59676	195.11	Adjusted Value
2011	Mary Reed	43067	257.31	Adjusted Value

Refunds

<u>Year</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>	<u>Reason</u>
2011	Coastal Ice Houses	68223	\$250.28	Corrected Situs
2009	American Tool Rentals Inc	1075	244.27	Keying Error
2011	Lopez Contreras	57387	335.70	Double Listed
2011	John McNairy	11993	277.83	Adjusted Value

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

mwj

initials

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Brown _____ Daughety _____ Davis _____ Graham _____

Pharo _____ Rouse _____ Sutton _____

George W. Graham Jr., Chairman

10/3/11
Date

ATTEST

10/3/11
Date

BUDGET ORDINANCE AMENDMENT: GENERAL FUND: FINANCE/COOPERATIVE EXTENSION: \$155. INCREASE



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY 2011 - 2012
 Appropriations

Budget Amendment # _____
 Date Approved _____

Distribution - Finance Office:

FUND	DEPARTMENT	LINE ITEM DESCRIPTION
GENERAL	FINANCE/COOPERATIVE EXTENSION	Various
Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> REVENUES		Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> EXPEDITURES
Account # and Title	Amount	Account # and Title Amount
<u>INCREASE</u>		<u>INCREASE</u>
10-3842-8900 MISCELLANEOUS	155.00	10-4950-3501 FARMERS' MARKET EXPENSES 155.00
Total	155.00	Total 155.00

Reason and Justification for Request:

BUDGET AMENDMENT TO INCREASE COOPERATIVE EXTENSION'S FARMERS MARKET EXPENSE LINE BY THE AMOUNT OF THE WATER BILL INCURRED BY THE CSS NEUSE FOUNDATION DURING THE MONTH OF MAY 2011. DURING THE PAST SEVERAL MONTH THE CSS NEUSE FOUNDATION HAS USED THE WATER SUPPLY AT THE FARMERS' MARKET IN THEIR CONSTRUCTION PROCESS - THIS REPRESENTS THE INCREASE IN WATER USAGE AT THE FARMERS' MARKET FOR MAY. THERE WILL BE ANOTHER BILL/PAYM FOR THE MONTH OF JUNE IN THE AMOUNT OF \$198.47.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Martha H. Martin</i>	9/14/11	<i>Martha H. Martin</i>	9/14/11
Budget Officer Approval	Date		
<i>Michael W. Jones</i>	9/27/11		
Board Approval (When Applicable)	Date	Date of Minutes	

Item No: 6

BUDGET ORDINANCE AMENDMENT: GENERAL FUND:PROCESS FUNDS: \$1,796.10 INCREASE



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY 2011 - 2012
 Appropriations

Budget Amendment # _____
 Date Approved _____

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
GENERAL FUND		PROCESS FUNDS		VARIOUS	
Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> REVENUES			Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> EXPENDITURES		
Account # and Title	Amount	Account # and Title	Amount		
<u>INCREASE</u>		<u>INCREASE</u>			
10-3991-9910 FUND BALANCE APPROPRIATED	1,796.10	10-4201-6031 PESTICIDE TRUST GRANT	14.09		
		10-4201-6033 PESTICIDE TRUST GRANT-06	1,782.01		
Total	1,796.10	Total	1,796.10		

Reason and Justification for Request:

TO ROLL FORWARD FROM FUND BALANCE, FUNDS RECEIVED IN PRIOR YEARS FOR THE PESTICIDE TRUST GRANTS 05 AND 06 THE COUNTY RECEIVED \$12,500 IN FY 05-06 FOR THE 05 PESTICIDE GRANT. OF THAT AMOUNT, \$211.43 REMAINED UNSPENT AT JUNE 30, 2007. THE COUNTY RECEIVED AN EXTRA AWARD OF \$2,000 IN FY 06-07 FOR THE PESTICIDE TRUST GRANT - 06. THEN IN FY 07-08, \$161.80 OF THE 05 GRANT WAS SPENT LEAVING A BALANCE TO ROLL FORWARD IN FY 08-09 OF \$49.63. NONE OF THE 2005 GRANT MONEY WAS SPENT IN FY 08-09, LEAVING ALL OF THE \$49.63 TO ROLL FORWARD IN FY 09-10. IN FY 07-08, \$212.72 OF THE 06 GRANT WAS SPENT, LEAVING A BALANCE TO ROLL FORWARD IN FY09-10 OF \$1,782.01. IN FY 09-10 \$35.54 OF THE 2005 GRANT WAS SPENT, LEAVING A TOTAL IN THAT GRANT OF \$14.09, AND \$1,782.01 IN THE 2006 GRANT. NO FUNDS WERE RECEIVED OR EXPENDED IN FY10-11, SO THE SAME AMOUNT OF FUNDS WILL ROLL FORWARD INTO FY 11-12.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Martha H. Martin</i>	9/9/11	<i>Martha H. Martin</i>	9/9/11
Budget Officer Approval	Date		
<i>Michael W. [Signature]</i>	9/27/11		
Board Approval (When Applicable)	Date	Date of Minutes	

Finance Office - Copy

Department - Copy

Administration - Copy

INTRODUCED BY: Michael Jarman, County Manager **DATE:** 10/3/11 **ITEM NO.:** 7A

RESOLUTION: Authorizing Payment to Atlantic Surveying, P.A. For Preparing An Erosion And Sediment Control Plan For The Kinston/Lenoir County Soccer Complex On Hwy. 11/55 In The Amount Of \$4,020.00.
Account #40-4930-5101

SUBJECT AREA: Finance

ACTION REQUESTED:

The Board is requested to authorize payment to Atlantic Surveying, P.A. in the amount of \$4,020 for preparing an Erosion and Sediment Control Plan for the Kinston-Lenoir County Soccer Complex on Hwy. 11/55.

HISTORY/BACKGROUND:

Last year, Sanderson Farms donated 40,000 cubic yards of dirt, which was used to begin a berm around the Lenoir County Soccer Complex but there was not enough dirt to complete the berm. In August, 2011 DOT needed a place to put dirt from their Railroad Spur Project on Hull Road. The dirt had to be hauled immediately to continue construction of the railroad spur. DOT paid for the hauling of the dirt but Lenoir County was required to obtain an erosion control permit. The property had to be surveyed for this. The value of the dirt and the hauling is approximately \$60,000.

EVALUATION:

In order to complete the Lenoir County Soccer Complex, additional dirt is required for the berm and leveling of the playing fields. This dirt is being hauled by DOT at no cost to the county. The only cost to the county, which is budgeted in the soccer complex budget, is the survey erosion control permit and construction of the berm.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

mwj
Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that payment be issued to Atlantic Surveying, P.A. in the amount of \$4,020 for a Survey and Erosion Sediment Control Plan for the Lenoir County Soccer Complex.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Brown _____ Daughety _____ Davis _____ Graham _____

Pharo _____ Rouse _____ Sutton _____

George W. Graham Jr., Chairman

10/3/11
Date

ATTEST

10/3/11
Date

INTRODUCED BY: Michael Jarman, County Manager **DATE:** 10/3/11 **ITEM NO.:** 7B

RESOLUTION: To Accept A \$25,000 Donation From The Children Of Dr. Charles B. Randall For
A Memorial Garden At The Rotary Dog Park
Account #40-4930-5101

SUBJECT AREA: Community Development

ACTION REQUESTED:

The Board is requested to accept a \$25,000 donation and establish a budget fund to expend this donation.

HISTORY/BACKGROUND:

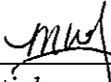
The Kinston Rotary Club and Lenoir County has constructed a 16 acre dog park located at Skinners By-Pass. The park has been primarily built by volunteers, along with the Recreation Department staff. This memorial garden will be the center piece of the dog park and will allow pet owners to bury their dog's ashes and also purchase pavers in memory of their beloved pets.

EVALUATION:

This donation will allow for the construction of a 65' x 35' brick and landscaped memorial garden at the Rotary Dog Park. The gardens will feature benches with pavers and a 36" high brick wall bounding the gardens. This garden will be dedicated to Dr. Charles B. Randall and Dr. Ray J. Randall for their love and care of their pets.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.



Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that a \$25,000 donation be accepted for the construction of a memorial garden at the Rotary Dog Park.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Brown _____ Daughety _____ Davis _____ Graham _____

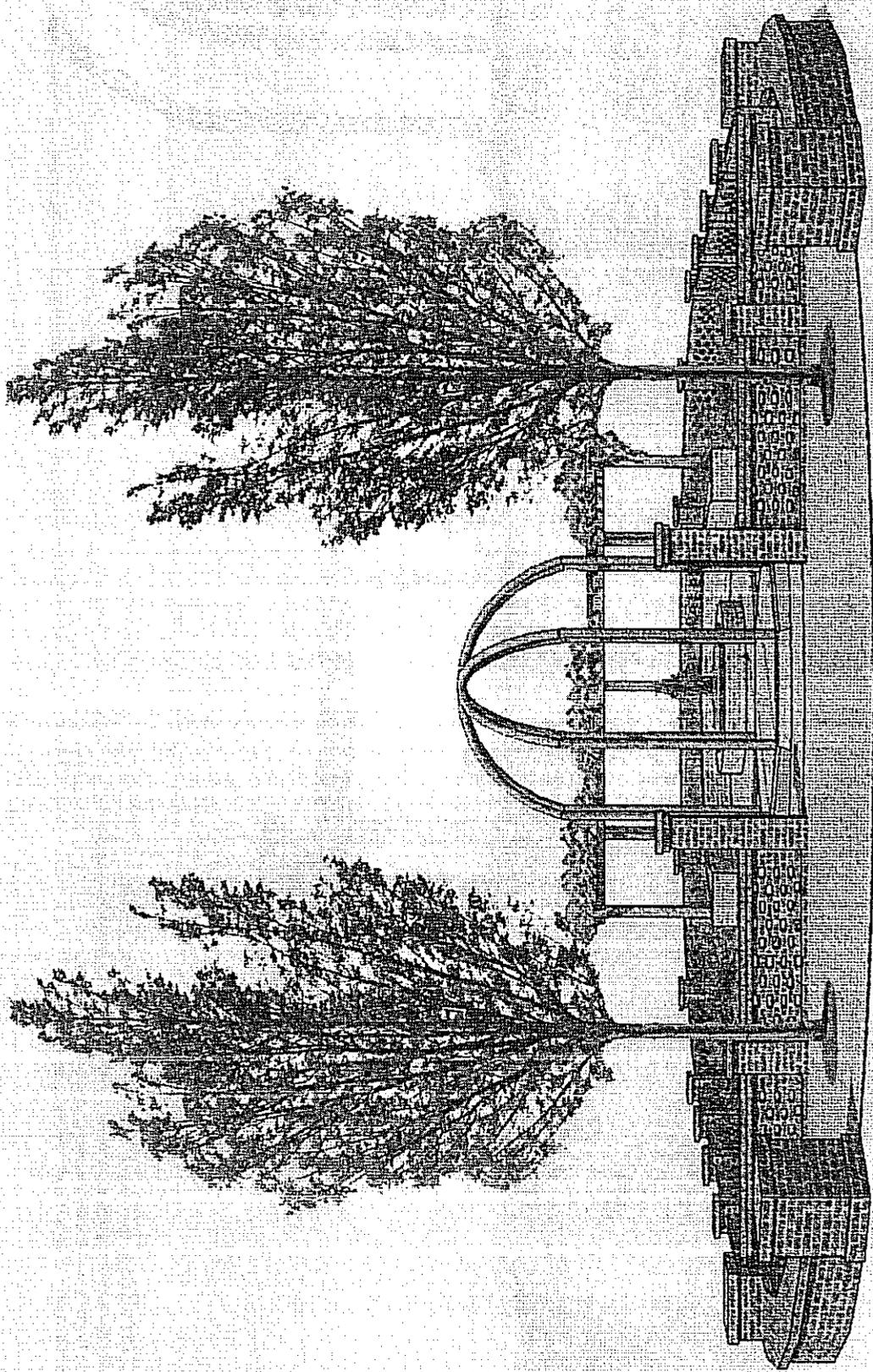
Pharo _____ Rouse _____ Sutton _____

George W. Graham Jr., Chairman

10/3/11
Date

ATTEST

10/3/11
Date



September 26, 2011

Bill Ellis, Interim Manager
Recreation Department
405 N. McLewean Street
Kinston, North Carolina 28501

Re: Pet Memorial Cemetery

Bill:

Thank you for sending the information. I have discussed the project with Jean and Ray. We are authorizing the establishment of the Pet Memorial Cemetery as provided below:

1. The brick and masonry work provided by Michael Moore's Masonry at \$19,812.00.

2. The preparation and installation of gate & arch with pickets and animal figures by Artistic Metal Works for \$1,200.

3. In addition two permanent metal plaques should be prepared and placed on the wall at the entrance. One plaque would read: "Memorial Pet Cemetery" and the second would read: "Dedicated to Dr. Charles B. Randall and Dr. Ray J. Randall for their love and care of our pets." The size of the plaques would be appropriate to its location.

The total cost approved is \$24,000 plus the cost of the plaques. This work can begin immediately. Please let me know the specifics of sending an initial check for work to begin.

We are discussing whether to have the Gazebo or the Arbor with seating. We have a quote for the Gazebo but not the Arbor. When we get the Arbor quote, we'll choose which to include. Thanks once again.

Sincerely,



Jay Randall

204-A Robin Avenue
Atlantic Beach, NC 28512
(252) 222-0861
jrandall@ec.rr.com

Cc: Jean Wright
Ray Randall

INTRODUCED BY: Michael Jarman, County Manager **DATE:** 10/3/11 **ITEM NO.:** 8A

RESOLUTION: Authorizing Lenoir County Health Department to increase the 2011-2012 Budget with 767 Summer Food Service Program (SFSP) Inspections.

SUBJECT AREA: Financial

ACTION REQUESTED: The Board is asked to grant permission to the Lenoir County Health Department to increase the agency's budget with Environmental Health State Fund by \$860.00.

Environmental Health State-	
Increase Revenues: 10-3518-3300.....	\$860.00
Increase Expenditures 10-5180-2900	860.00

HISTORY / BACKGROUND:

The Board is asked to grant permission to Lenoir County Health Department to utilize state Environmental Health funds allotted for "The Summer Food Service Program (SFSP) is federally funded program that provides free meals to children during the summer months. Schools, Government Agencies, Churches and Private Non-Profit Organizations participate as sponsors. Inspections are required for each site.

EVALUATION:

This action is necessary to provide sufficient accounting of expenditures and to comply with applicable laws.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

MWJ

(Initials)

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners to authorize utilization of funds as requested.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Brown _____ Daughety _____ Davis _____ Graham _____

Pharo _____ Rouse _____ Sutton _____

George W. Graham Jr., Chairman 10/03/11
Date

ATTEST 10/03/11
Date

Item No.: 8B



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY 2011-2012
 Appropriations

Budget Amendment # _____
 Date Approved _____

Distribution - Finance Office:

FUND	DEPARTMENT	LINE ITEM DESCRIPTION	
GENERAL	HEALTH	VARIOUS	
Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> REVENUES		Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> EXPENDITURES	
Account # and Title	Amount	Account # and Title Amount	
INCREASE		INCREASE	
<u>ENVIRONMENTAL HEALTH (State)</u> 10-3518-3300	\$ 860.00	<u>ENVIRONMENTAL HEALTH DEPT SUPPLIES</u> 10-5180-2900	\$ 860.00
Total	\$ 860.00	Total	\$ 860.00

Reason and Justification for Request:
 Additional Funding received from State for Inspections

Department Head Approval	Date	Finance Officer Approval	Date
<i>[Signature]</i>	9/26/11	<i>Marsella H. Martin</i>	9/27/11

Budget Officer Approval	Date
<i>[Signature]</i>	9/27/11

Board Approval (When Applicable)	Date	Date of Minutes

INTRODUCED BY: Michael Jarman, County Manager **DATE:** 10/3/11 **ITEM NO.:** 8C

RESOLUTION: Authorizing Lenoir County Health Department to Execute Purchase Order
Contract To: Garrison Enterprises, Inc.: \$7,500

SUBJECT AREA: Financial

ACTION REQUESTED:

The Board is asked to grant permission to Lenoir County Health Department to utilize state Environmental Health funds allotted for Non-transferable license for the DHD EH Data Management system, including system maintenance and technical support, 10/01/2011-9/30/2012.

Environmental Health- 10-5180-2900 (Depart. Supplies)-----\$7500.00

HISTORY / BACKGROUND:

The money is to be used to purchase Digital Health Department application to use in the field for performing required sanitation inspections. Internet base application to eliminate double entry. Enables them to enforce environmental health rules and maximize inspection efforts. It will strengthen our existing quality control and quality assurance measures by creating an electronic database for storing historical and new facility information.

EVALUATION:

This action is necessary to provide sufficient accounting of expenditures and to comply with applicable laws.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

mwf

Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners to authorize a purchase order to Garrison Enterprises for software (\$7500.00)

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Brown _____ Daughety _____ Davis _____ Graham _____

Pharo _____ Rouse _____ Sutton _____

George W. Graham Jr., Chairman

10/3/11
Date

ATTEST

10/3/11
Date

INTRODUCED BY: Michael Jarman, County Manager **DATE:** 10/3/11 **ITEM NO.:** 8D

RESOLUTION: Authorizing Lenoir County Health Department to Execute a Purchase Order Contract to Danny Smith Landscaping & Drainage \$8,859

SUBJECT AREA: Financial

ACTION REQUESTED:

The Board is asked to grant permission for Lenoir County Health Department to execute a purchase order to construct a 21 x 15 concrete pad, install dog kennels and seal pens, cracks and pads to pass inspection with SPCA maintenance funds

Animal Control-10-5182-3500- Maint/Repair/Bld/Grds

HISTORY / BACKGROUND:

The additional pens are needed for continued efficient operation of the shelter. The additional pens will be used as a temporary holding area.

EVALUATION:

This action is necessary to comply with applicable laws.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.


Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners to authorize a purchase order to Danny Smith Landscaping & Drainage \$8859.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Brown _____ Davis _____ Graham _____ Daugherty _____

Pharo _____ Rouse _____ Sutton _____

George W. Graham, Jr. Chairman 10/3/11
Date

ATTEST 10/3/11
Date

RESOLUTION: Approving Proceeding with the Engineering Design, Contract Administration, and Project Management Services for the Re-roofing of the Lenoir County Health Department: RTD Associates, PA.: \$13,371.02

SUBJECT AREA: Administration

ACTION REQUESTED:

The Board is requested to approve proceeding with a proposal from RTD Associates, PA., in the amount of \$13,371.02 for engineering design, contract development and administration, project management, and on-site inspection services for the re-roofing of the Lenoir County Health Department.

HISTORY/BACKGROUND:

Due to an aging and deteriorating roof of approximately 12,600 S.F. on the Lenoir County Health Department, located at 201 N. McLewean Street, roof replacement is strongly recommended to avoid further and future water damage to the interior of the building. The County has a significant investment in the Health Department Building and we are entrusted to maintain the aesthetic and structural integrity of the building. Roof replacement encompasses not only the proper removal of the old roofing materials and the installation of a new roofing system, but also engineering, administration, and project management, including on-site inspections.

EVALUATION:

RTD Associates, PA., (RTD) is an engineering firm headquartered in Monroe, N.C., that specializes in roofing technology and moisture intrusion. The project is composed of 22 phases including planning and staffing, scheduling, roof system evaluation, engineering and design, bid document development, contractor pre-qualification, administration of the bidding process, contract administration, pre-construction conferences, on-site inspections, pay request reviews and approvals, punch-list development, final inspection, and preparation of project close-out documents including warranties and certificates of compliance. The following is a breakdown of RTD's proposal to complete the re-roofing project:

RTD fees (including travel and per diem) \$13,371.02

Estimated future construction cost (to be awarded by the Board at a later date)
To tear off and re-roof the Health Department Building \$150,000-\$160,000

RTD anticipates a 35-calendar day actual construction period after all preliminary pre-construction phases are completed.

Lenoir County has contracted with RTD on several occasions to oversee roof replacement projects. The latest projects included the re-roofing of the D.S.S. Building, the re-roofing of the Board of Elections / ABC Building, and the re-roofing of the original portion of the Courthouse.



September 21, 2011

Mr. Mike Wiggins
Maintenance Coordinator
County of Lenoir, NC
P.O. Box 3289
Kinston, NC 28502-3289

Re: Engineering Design, Contract Development,
Contract Administration, and On-Site Insp.
The County Health Department Roof

Dear Mr. Wiggins:

As a Professional Engineering firm specializing in the specific areas of Roof Diagnostics, Engineering, Design, and Project Management, we respectfully request your consideration of the following proposal.

We propose to provide our specialized Roof Engineering expertise as listed below for the above-referenced project.

ENGINEERING, DESIGN, AND CONTRACT ADMINISTRATION SERVICES

Phase #1: Project Planning and Staffing

A Project Manager shall be selected within our firm to work closely with the Owner's representative from inception to successful completion of the project.

Phase #2: Project Requirements Review

A careful and methodical study shall be performed to correlate the existing conditions, problems, and viable solutions for corrective action.

Phase #3: Project Scheduling

We shall prepare a tentative work sequence schedule for the Owner's representative to establish time frames for all phases of Engineering, Design, and Construction work to be performed.

Phase #4: Performance Criteria Analysis

Due to the sensitive and reactive nature of the roofing systems available today, a Performance Criteria Analysis shall be developed in order to determine the actual requirements of the roof membrane, insulation, attachment procedure, drainage, customized details, etc.

NAME: Mr. Mike Wiggins, Maintenance coordinator
PROJECT: Lenoir County Health Department Roofing Project
DATE: September 21, 2011

Page 2

This Performance Criteria shall consist of a site visit to evaluate all conditions, which must be considered during the roof system selection process, in regard to building and Owner requirements.

Phase #5: Roof System Evaluation and Selection

Once the Performance Criteria has been established, research shall be performed to determine which of the many systems available have technical capabilities that are strictly compatible with these criteria. The significance and importance of this phase is to properly select the system that will provide our client a successful roof system with maximum longevity, minimum annual maintenance costs, and maximum return on investment.

Phase #6: (Schematic) Roof Engineering and Design

A preliminary engineering and design shall be performed to establish the requirements for the various components of the roofing system, such as membrane, insulation, attachment procedure, associated details, etc., and to organize the content and format of the technical portion of the design specifications, which will become an integral part of the Contract Documents.

This technical section dictates the standard of quality in materials and workmanship. It also outlines the existing conditions, scope of work, materials to be used, and execution of work to be performed.

Phase #7: (Schematic) Drawings and Customized Detail Design Documentation

During the site visit referred to in Phase #4, the Project Manager will evaluate each and every different detail requirement such as base flashings, edge flashing, vent pipes, equipment curbs, etc., for customized detail development and illustration. Also, a comprehensive roof plan will be developed to show local placement of equipment, drainage dimensions, and other pertinent data for development of final working drawings.

Phase #8: Front-end Portion of the Bid Document Development

In the best interest of the Owner, it is imperative that the total bid document package contain legalities pertaining to general conditions of the project, insurance requirements, job site use and behavior by Contractor, time of completion, liquidated damages, quality control statements, Performance and Payment Bonds, etc., to ensure all parties have a clear understanding of their responsibilities.

An interview with the Owner's representative will be conducted by the Project Manager to discuss the various items necessary for the front-end documents, in order to comply with professional contracting practices and your organizational policies. Also, certain times, dates, and places will be established within these front-end documents for the bid advertisement, pre-bid meeting, bid receipt and contract award, etc.

Roof Engineering Technology Diagnostics & Design

NAME: Mr. Mike Wiggins, Maintenance coordinator
PROJECT: Lenoir County Health Department Roofing Project
DATE: September 21, 2011

Page 3

Phase #9: Final Engineering, Design, Drawings/Details, and Specification Development (Bid Package)

Under this phase, the completion, correlation, and merging of all comprehensive components of the bid documents shall be completed and submitted to the Owner's representative for approval.

The Bid Package shall include:

- (1) Invitation to Bid
- (2) Statement re General Conditions (AIA - A201)
- (3) Supplementary General Conditions
- (4) Statement re Instructions to Bidders (AIA - A701)
- (5) Supplementary Instructions to Bidders
- (6) Form of Proposal
- (7) Bid Bond
- (8) Statement re Form of Agreement (AIA - A101)
- (9) Performance Bond
- (10) Payment Bond
- (11) Division 7 - Roofing Technical Specifications
- (12) Working Drawings and Customized Details

NOTE: 5 sets of Contract Documents shall be provided for Owner and Contractor use.

Phase #10: Contractor Pre-Qualification

Investigative research shall be performed within the roofing contracting community to determine and select quality-roofing contractors who are suited and qualified for this project.

The desired qualifications shall include: track record, size, experience, manpower, financial status, approved applicator of the system specified, ability to perform work within the stipulated time periods, etc.

Phase #11: Invitation to Bid (Public Bid List)

Upon receipt of your approval of the Bid Documents, the pre-qualified, selected roofing contractors will be contacted and forwarded a complete set of the Bid Documents for bid preparation. It is the intent to invite a sufficient number of contractors to bid in order to receive a minimum of three bids on the project.

:

NAME: Mr. Mike Wiggins, Maintenance coordinator
PROJECT: Lenoir County Health Department Roofing Project
DATE: September 21, 2011

Page 4

Phase #12: Pre-bid Conference

On the pre-established date, the Pre-bid Conference will be conducted by the Project Manager at the project site. This meeting shall be attended by the Owner's representative and invited contractors. The Pre-bid Meeting shall be divided into two sessions:

1st Session: Inside the facility, preferably a Conference Room.
During this session, the contents of the Bid Documents shall be discussed and any questions answered, in order to thoroughly explain and clarify the full scope of work to ensure comparable bidding understanding.

2nd Session: On the roof.
All parties shall be given the opportunity to tour the roof to verify existing conditions and scope of work involved.

Minutes of the meeting shall be recorded and will become an integral part of the Project Manual.

Phase #13: Receipt and Tabulation of Bids

On the pre-established time, date, and place, the Project Manager shall assist the Owner's representative in receiving, opening, and tabulating the contractors' bids.

A careful review of each bid shall be performed to verify the completeness and extent of each bid as required by the bid package. The bids shall be tabulated to determine the apparent low bidder.

Phase #14: Contract Administration

Upon confirming the bids to be in strict compliance with the bid documents and project requirements, a recommendation for award shall be made to the Owner.

After receiving approval by the Owner, the Contract Documents shall be prepared by the Project Manager, in triplicate, to be executed by the Contractor and then the Owner.

During the Contract execution process, a Letter of Intent shall be issued to the Contractor (with Owner's authorization), so that the Contractor can proceed with his scheduling.

Once all three copies of the Contract have been executed, the Owner, the Contractor, and RTD Associates will maintain a copy for their record.

NAME: Mr. Mike Wiggins, Maintenance coordinator
PROJECT: Lenoir County Health Department Roofing Project
DATE: September 21, 2011

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CONTRACT ADMINISTRATIVE SERVICES

Phase #15: Pre-Construction Conference

On the pre-established time, date, and place, the Pre-Construction Conference shall be conducted by the Project Manager. During this meeting, the full scope of work shall be reviewed by all parties present. Other pertinent project requirements shall be discussed and agreed upon, such as: staging areas, schedules, pay requests, communication channels, use of facilities, submittals, etc. Minutes of this meeting shall be recorded and will become an integral part of the Project Manual.

Phase #16: Submittal Review and Approval

Upon receipt of the submittal package provided by the Contractor, the Project Manager shall review all material samples, material technical data, etc., to confirm compliance with the requirements of the Specifications and Bid Documents.

Phase #17: Verification of Material Delivery and Proper Storage

The Project Manager shall visit the project site to inspect and verify the type, condition, and quantities of materials stored are in compliance with the material requirements as specified. The type and quality of storage facility, covers, etc., shall be inspected to verify proper protection from damage and weather, as specified.

Phase #18: On-Site Inspection

The Project Manager shall visit the project site at such intervals as stipulated by the agreement between RTD Associates and the Owner. During the on-site inspection, the quantities and quality of application shall be carefully inspected to verify strict compliance with the contract specifications. Progress update reports shall be provided to the Owner as required and shall consist of written and photographic documentation of work performed to date.

Upon request, RTD Associates will be available during and after project completion to assist the Owner with additional services beyond the scope of this agreement, i.e., quality assurance, non-destructive moisture tests, warranty enforcement, warranty inspections, troubleshooting, and moisture intrusion identification.

Phase #19: Pay Request Review, Verification, and Approval

Upon receipt of the Contractor's Pay Request, the Project Manager shall review, verify, and approve properly substantiated payments due and forward to the Owner for payment.

NAME: Mr. Mike Wiggins, Maintenance coordinator
PROJECT: Lenoir County Health Department Roofing Project
DATE: September 21, 2011

- Phase #20: Substantial Completion Verification and Punch-list Development
At the point of substantial completion (90% to 95%), the Project Manager shall visit the job site to inspect the work performed to date and establish a list of items which need to be corrected or completed prior to project close-out.
- Phase #21: Final Inspection and Project Compliance Verification
Upon notification by the Contractor that all work has been completed, the Project Manager shall perform a final inspection to verify that all project and contract document requirements have been successfully satisfied and completed.
- Phase #22: Assembly and Submission of Project Close-out Documents
The Project Manager shall co-ordinate and assembles all project close-out documents, such as Warranties, Certificates of Compliance, etc., to be forwarded to the Owner, along with the approved final Contractor pay request.

<u>SCOPE OF WORK</u>	<u>AREA (SF)</u>	<u>FOR THE SUM OF:</u>
Phases 1-14	Approximately 12,600 S.F.	\$ 7,875.00 <i>Including Travel and Per Diem</i>
Phases 15- 22	Approximately 12,600 S.F.	\$ 5,496.02 <i>Including Travel and Per Diem</i>

Anticipated construction cost to tear off and re-roof the County Health Department is \$150,000.00 to \$160,000.00. This does not include the above quoted Engineering Fees. RTD Associates, P.A. anticipates a 35-calendar day construction period.

Note: Phase 18, On-Site Inspection Services include one each over and above those provided in the "Contract Administrative Services" for the anticipated 5 weeks of construction. Additions or deletions to this "Scope of Work" Will be billed or credited at the rate of \$ 90.00 per hour plus expenses.

NAME: Mr. Mike Wiggins, Maintenance coordinator
PROJECT: Lenoir County Health Department Roofing Project
DATE: September 21, 2011

Note: 2. Additional services provided on this project by RTD Associates at the request of the Owner, which exceed the Scope of Work, as listed herein, will be invoiced at the appropriate rate.

All services provided by RTD Associates shall be performed by our staff of professional, experienced, and qualified individuals in order to provide your company with not only a successfully completed project, but also an opportunity of joining our valued list of satisfied clients.

On behalf of our entire staff, we thank you for the opportunity of presenting this proposal and your consideration of allowing us to become a vital part of this project.

Respectfully submitted,
RTD ASSOCIATES, P.A.



Tommy Hunter
President

Accepted By: _____

Title: _____

Date: _____

NAME: Mr. Mike Wiggins, Maintenance coordinator
PROJECT: Lenoir County Health Department Roofing Project
DATE: September 21, 2011

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TERMS OF PAYMENT & GENERAL CONDITIONS

1. Roof Analysis: 50% upon initiation of contract, 50% upon delivery of report.
Specifications: 50% upon initiation of contract, 50% upon completion of specification package.
On-Site Inspection: 50% upon initiation of contract. Balance paid in proportion to progress of work.
2. Finance charges of 1-1/2% per month will be assessed on all unpaid balances beyond the terms outlined above.
3. The owner shall be responsible for providing: (a) access to the job site and the roof; (b) removal of any ponding water on the roof surface.
4. We require a letter of acceptance, a signed copy of this proposal, or a written purchase order from your company prior to performing this work.
5. RTD Associates, P.A. reserves the right to invoice for any additional area, over and above the specified area, and any services performed that are not included in this proposal, such as the following: warranty enforcement, consultations, per diem, travel expenses, or any other related costs above and beyond the herein listed scope of work. Also included are duplicated copies of diagnostic report, photocopies of diagnostic report (depending on size and nature of report), extra copies of specs, plans, and contract documents.
6. Please note that this proposal may be withdrawn if not accepted within (30) days from the date on the proposal.
7. A Certificate of Insurance will be furnished upon request.
8. Delay Clause: Should the work be delayed by no fault of RTD Associates, the additional time shall be invoiced at the appropriate rate.
9. Should the roof be under warranty, all core cuts and moisture probes shall be performed by the warranty issuer or contractor. Any charges for core cuts or probes shall be the responsibility of the owner or contractor.
10. The drawings, specifications, and other documents furnished by RTD Associates are instruments of service and shall not become the property of the Owner, whether or not the Project for which they are made is commenced. Drawings, specifications, and other documents furnished by RTD Associates shall not be used by the Owner on other projects, for additions to this Project, nor for completion of this Project by others, except by written agreement relating to use, liability, and compensation.

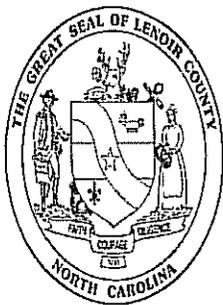
BUDGET ORDINANCE AMENDMENT:

General Fund:

DSS:

\$380,838 Increase

Item No. : 10



LENOIR COUNTY, NORTH CAROLINA

BUDGET AMENDMENT REQUEST

FY 11/12

Appropriations

Budget Amendment # _____

Date Approved _____

Distribution - Finance Office:

FUND	DEPARTMENT	LINE ITEM DESCRIPTION
GENERAL	SOCIAL SERVICES	VARIOUS
Check One Box New Appropriation: <input type="checkbox"/> Line Item Transfer: <input type="checkbox"/> REVENUES		Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> EXPENDITURES
Account # and Title	Amount	Account # and Title Amount
<u>INCREASE</u>		<u>INCREASE</u>
<u>103531.3001</u>		<u>105372.1150</u>
ADMINISTRATIVE REIMBURSEMENT	\$ 380,838.00	CRISIS INTERVENTION STATE
		\$ 272,061.00
		<u>105372.1156</u>
		LIEAP-VENDOR PAYMENT
		\$ 108,777.00
Total	\$ 380,838.00	Total \$ 380,838.00

Reason and Justification for Request:

CRISIS LINE ITEM ADJUSTMENTS TO REFLECT ACTUAL STATE ALLOCATION RECEIVED FOR FY' 11-12
 THE ALLOCATION RECEIVED IS MORE THAN THE STATE ESTIMATE APPROVED IN THE FY 11-12' DSS BUDGET.
 100% FEDERAL/STATE FUNDS. LIEAP(LOW INCOME ENERGY ASSISTANCE PROGRAM) POLICY WILL CHANGE EFF. DECEMBER 1,
 2011. THE COUNTY IS NOW RESPONSIBLE FOR ISSUING LIEAP PAYMENTS TO DIRECTLY TO ENERGY VENDORS. THE STATE
 ISSUED THE CHECKS IN PREVIOUS FISCAL YEARS DIRECTLY TO THE CLIENT.

Susan E. Moore 9-26-11 Department Head Approval Date
Martha H. Martin 9/27/11 Finance Officer Approval Date
Michael W. Jam 9/27/11 Budget Officer Approval Date
 Board Approval (When Applicable) Date Date of Minutes

Finance Office - Copy

Department - Copy

Administration - Copy

RESOLUTION: Approving Citizens to Boards, Commissions, Etc.

SUBJECT AREA: Boards and Commissions

ACTION REQUESTED:

Officially and publicly appoint various applicants to various vacancies on boards, commissions, task forces, etc.

HISTORY / BACKGROUND:

The County Manager/County Clerk advertises vacancies on boards, commissions, committees, task forces, etc. The County Manager/County Clerk serves only clearinghouse functions with respect to the appointment process; no influence is exerted in this role. Commissioners are welcome to recruit applicants, or citizens may apply on their own free will.

EVALUATION:

The following Boards currently have existing vacancies/expiring terms.

<u>BOARD/COMMITTEE/COMMISSION</u>	<u>APPLICANT/ CURRENT MEMBER</u>	<u>TERM EXPIRATION</u>
Lenoir County Transit Advisory Board 1 st Appearance	Helen Wiggins	October 2014

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 1 st Appearance	Helen Wiggins	October 2014

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Brown _____ Daughety _____ Davis _____ Graham _____

Pharo _____ Rouse _____ Sutton _____

George W. Graham, Jr., Chairman

10/3/11
Date

ATTEST

10/3/11
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:

TRANSIT

(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: HELEN WIGGINS
 Address: 1882 DUNN FAMILY Rd
 City/State/Zip: KINSTON NC 28501
 Telephone: (Home) 252-523-4949 (Work) 910-298-7060
 Occupation: ADMINISTRATIVE ASSISTANT Eastpointe
 Business Address: 2901 N. HERITAGE ST. KINSTON NC 28501
 Age: (Optional): _____
 Number hours available per month for this position: 3
 Training: _____
 Business and Civic Experience/Skills: _____

Other County Boards/Committees/Commissions presently serving on: _____

Expiration date of Term: 2014

Circle your voting precinct

- | | |
|---|--|
| K-1 (Carver Courts Recreation Center) | Institute (Institute Methodist Church) |
| K-2 (Old Plummer Daniel's Building) | Moseley Hall (Frink Middle School Gym) |
| K-3 (Fairfield Recreation Center) | Neuse (Agricultural Center) |
| K-4 (Northwest Elementary School) | Pink Hill 1 (Bethel Baptist Church) |
| K-5 (Spillman Baptist Church) | Pink Hill 2 (Pink Hill Rescue Station) |
| K-6 (Teachers Memorial School) | Sand Hill (Sand Hill VF Department) |
| <u>K-7</u> (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.

Helena Wiggins
Signature of Applicant

September 19, 2011
Date