

MINUTES
LENOIR COUNTY BOARD OF COMMISSIONERS
November 2, 2009

The Lenoir County Board of Commissioners met in open session at 9:00 a.m. on Monday, November 2, 2009 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, Jackie Brown, Reuben Davis, Chris Humphrey, Tommy Pharo and Linda Rouse Sutton

Members absent: None

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

Chairman Graham called the meeting to order at approximately 9:00 a.m. Ms. Brown offered the invocation and Mr. Graham led the audience in the pledge of allegiance.

PUBLIC INFORMATION:

Mr. Glenn Elmore, Facility Director of Dobbs Youth Development Center, addressed the Board. Mr. Elmore thanked the Board for their support in helping Dobbs maintain state funding for FY 2009-2010. Dobbs Center has 150 employees with a budget of \$1.2 million. Mr. Elmore stated Dobbs is positioning the organization to become a vital part of Kinston-Lenoir County. The Board thanked Mr. Elmore for his presentation.

Mr. Joe Sewash, Services Program Manger of the North Carolina Center for Geographic Information and Analysis, addressed the Board. Mr. Sewash stated he is heading up the Lenoir County GIS Update for the Interagency Leadership Team. Mr. Sewash stated GIS is digital mapping used by the public and private sector. GIS has a wide range of uses from emergency planning, land use planning, economic development, resource conservation and transportation planning. The Interagency Leadership Team is a group of 11 state and federal agencies collaborating together to move forward productively towards achieving the goals of each agency. The mission is to balance mobility, natural and cultural resource protection, community values and economic vitality. The goals of the Interagency Leadership Team are to recognize the benefits of GIS, and to develop a goal to develop a statewide comprehensive shared GIS. Funds are not available to achieve this goal for the entire state; that is why the decision was made to fund one county as a pilot to identify and validate the benefits of GIS. Lenoir County was chosen as the pilot county due to its robust long range transportation plan, the GTP and its opportunities for its expansion, and the mapping can be used in project that are moving into the planning stage such as the Kinston Bypass. GIS updates will be completed with the cooperation of local GIS sources. Thirty-one key layers will be created or updated such as: stream locations, wetlands, historic properties, and conservation and land trust properties.

Data layers will be complete by September 2010. Fieldwork and data collections will begin soon. State workers and contractors will need access to certain areas. Field workers will have orange vests, identification badges, and project overview sheets. A press release for general awareness will be completed. Local historic representatives will be sharing information with various communities. Citizens, local communities, local, state and federal government organizations, emergency management and first responders, and developers will have access and can use this updated information. Mr. Graham asked how did the county get involved with the GIS study. Mr. Jarman stated the county got involved through NCDOT due to the road construction in the county. The project is funded through the Department of Transportation and the Federal Highway Administration at a cost of \$500,000; no local monies will be requested or used. The Board thanked Mr. Sewash for this presentation.

Mr. Russell Rhodes, Transportation Committee Chairman, addressed the Board. Mr. Rhodes stated on Monday, November 9th at 5:30 p.m. at the Fairfield Recreation Center, a public meeting will be held to discuss the removal of the traffic light at Hwy. 70 and Mt. Vernon Dr. Mr. Rhodes then informed the Board of a 12-ft. wide median that will be placed on Hwy. 70 from McDonald's to the Hwy. 70 and Queen Street intersection. The Eastern Carolina Rural Planning Organization has released the SPOT – Top 25 Highway Priorities listing. Lenoir County has the top three projects on this listing (Goldsboro Bypass, Carey Road Ext., and the Kinston Bypass). Mr. Jarman stated due to the transportation issues facing Lenoir County, it is imperative those issues be discussed by the County Transportation Committee. Mr. Jarman recommended that all transportation issues in the county be reviewed by the transportation committee for research and discussion. The Board thanked Mr. Rhodes for his presentation.

ITEMS FROM CHAIRMAN/COMMISSIONERS

Item No. 1 was Items from the Chairman and Members of the Board. No items were discussed.

ITEMS FROM THE COUNTY MANAGER

Item No. 2 was Items from the County Manager. Mr. Jarman stated a one-size fits all methodology cannot be used to determine the sale price of these properties. Each property has to be looked at individually to determine the value and/or liability it poses to the county. Setting a minimum bid amount is not wise either; each property should be viewed separately. Mr. Jarman reviewed a slide presentation of each property and discussed the current conditions of each property. Mr. Jarman recommended the Board approve the bids on the following: 209 W. King St. LaGrange, NC (\$2,500 Bid); David Avenue-Vacant Lot-Kinston, NC (\$1,000); 308 E. Washington Avenue Kinston, NC (\$3,000) and 702 Quinerly Street Kinston, NC (\$1,500). Mr. Jarman recommended the Board decline the remaining offers until better offers are made or issues are resolved with specific properties. Mr. Jarman stated signage has been created and will be placed on each parcel, notifying the public of their availability. Upon a motion by Mr. Davis and a second by Ms. Sutton the bids were approved as recommended.

Mr. Jarman stated the jail design has been through its first review with the North Carolina Department of Insurance; the second review will be held around January 1, 2010.

CONSENT AGENDA

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

3. Approval of Minutes: Regular Board Meeting: October 19, 2009 Aytch/Jarman
4. Resolution Approving the Releases and Refunds to the Individuals Listed Herein Parrish/Martin
5. Resolution Approving the Releases and Refunds to the Individuals Listed Herein Parrish/Martin
6. Budget Ordinance Amendment: General Fund: DSS: \$1,034: Decrease Jones/Martin
7. Budget Ordinance Amendment: General Fund: DSS: \$212: Increase Jones/Martin
8. Budget Ordinance Amendment: Finance/Emergency Medical Services: \$2,415: Increase Dail/Martin

PROCLAMATION/BUDGET ORDINANCE AMENDMENTS/RESOLUTIONS

Item No. 9 was a Proclamation for Salute! to Veterans. Ms. Margaret Wade, Secretary of Salute welcomed the Board and the viewing public to the 9th Annual Salute to Veterans Weekend in downtown Kinston, November 6-8, 2009. Ms. Wade stated there will be events at several venues throughout town and the Salute organization looks forward to seeing everyone there. Ms. Brown read the proclamation for the Board and the viewing public. Mr. Graham asked everyone to stand for a moment of silence in honor of veterans. Upon a motion by Mr. Davis and a second by Mr. Pharo, Item No. 9 was unanimously approved.

Item No. 10A was a Budget Ordinance Amendment: General Fund: Health-H1N1-Phase 1-#848: \$54,200: Increase. Mr. Hollowell stated the amendment sets up Phase 1 of the H1N1 funds provided to the county through the federal government. These funds will be used for planning activities such as developing, updating, or revising pandemic flu or epidemiological response plan. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 10A was unanimously approved.

Item No. 10B was Budget Ordinance Amendment: General Fund: Health-H1N1-Phase 2-#849: \$5,800: Increase. The amendment sets up Phase 2 of the H1N1 funds provided to the county through the federal government. These funds will be used for monitoring and surveillance of pandemic flu incidence. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 10B was unanimously approved.

Item No. 10C was a Budget Ordinance Amendment: General Fund: Health-H1N1-Phase 3-#851: \$78,678: Increase. The amendment sets up Phase 3 of the H1N1 funds provided to the county through the federal government. These funds will be used for implementation such as responding to pandemic flu events and administering the vaccines. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 10C was unanimously approved.

Item No. 11 was a Budget Ordinance Amendment: General Fund: DSS: \$376,839: Increase. The amendment is a line item adjustment to reflect the allocation received. No County match is required. Upon a motion by Mr. Davis and a second by Ms. Sutton, Item No. 11 was unanimously approved.

Item No. 12 was a Budget Ordinance Amendment: Community Development Block Grant: Nova-Rural Center Grant: \$480,000: Increase. Ms. Martin stated the amendment is to establish the Rural Center portion of the Nova Project. These rural center funds are part of the rural healthcare initiative program and will be used in conjunction with other funding to develop an 18-bed psychiatric residential treatment facility for children and youth. This project was approved by the Commissioners at the May 18, 2009 meeting; the grant is part of a \$2.2 million project that when completed will add \$2.8 million in new property value and 42 new full-time jobs, and will be a pass through grant. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 12 was unanimously approved.

Item No. 13 was a Resolution Authorizing Individuals to Sign all Requisitions for Funds from the Industrial Development Fund Grant (I-391). Ms. Martin stated Lenoir County applied to the North Carolina Department of Commerce for an Industrial Development Fund Grant on January 5, 2009. These funds will be used along with funds from The Rural Center and a local match from the City of Kinston, to create a redundant water system in the Hwy 70 Industrial Park. This will help fund a water line linkage and a two-way feed that will enable West Pharmaceuticals to expand its existing operations and eliminate the risk of a plant shutdown in the event of a line rupture. The County received notice of the approval of this grant on October 14, 2009. The Board is requested to approve, Michael W. Jarman, County Manager, Thomas L. Hollowell, Assistant County Manager, Martha H. Martin, Finance Officer, and Rose T. Fox, Accounting Specialist as designated individuals **certified** to sign requisitions for all Industrial Development Fund Grant (IDF) requisitions for funds. Upon a motion by Ms. Brown and a second by Mr. Stroud, Item No. 13 was unanimously approved.

Item No. 14 was a Resolution Authorizing Acceptance of a Grant from the North Carolina Department of Juvenile Justice and Delinquency Prevention (DJJDP) to Provide Funding for the Lenoir County Youth Based Positive Behavior Support Program. Mr. Joe Testino, Program Coordinator of the 8th Judicial District, addressed the Board. The State of North Carolina has received funding from the American Recovery and Reinvestment Act of 2009. The North Carolina Department of Juvenile Justice and Delinquency Prevention (DJJDP) accessed approximately \$5 million of this funding through a grant applied for by the Governor's Crime Commission (GCC). DJJDP gave access to these monies to each of the local Juvenile Crime Prevention Councils (JCPC) in the State. These funds were slated for 3 project areas, Gang Assessment, Evidence Based Practices/Programs, and Gang Assessment/Evidence Based Practices/Programs. Lenoir County had previously supported the 8th District Family Court Program and had already conducted a Gang Assessment Project; therefore, the Lenoir County JCPC members opted to create an Evidence Based Program for the County. This group successfully completed the bidding process with the State and received funding in the amount of \$50,000. These funds could have been spread out over a two year time frame, but the group agreed to receive the entire amount during the first fiscal year of the grant, 2009-2010. The Lenoir County Schools will administer the grant. The schools have agreed to support the grant with in-kind funds and provide an office area for the position created by the grant funds. These grant funds will provide the Lenoir County Schools and the Structured Day Program, a JCPC funded program, with access to a non-traditional School Social Worker. This position will be used to assist youth that have been identified through office discipline referrals as having gang issues and assist them and their families with access to the local services and resources offered in and around Lenoir County. The goal would be to utilize and partner with the successful Youth Based Positive Behavior Support Program model already in place within the Lenoir County School system. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 14 was unanimously approved.

Item No. 15A was a Resolution Approving Acceptance and Execution of a Contract for Independent Personnel Consulting Services: Johnson Professional Consulting Services (Johnson PCI). Mr. Hollowell stated Federal and State personnel laws are constantly changing. Lenoir County's Personnel Manual has not been updated since 2004. To limit the County's exposure to litigation, personnel training for supervisors must be implemented. Diane Atkinson, who has handled payroll and human resource duties, retired in December 2008 and is working only part-time. Johnson PCI is a full-service personnel-consulting firm with a vast knowledge of State and local government personnel laws, policies, and issues. Sylvia Johnson, owner of Johnson PCI, will be our on-site consultant. Mrs. Johnson is well qualified to advise the County on personnel issues, update our Personnel Manual, revise our job descriptions, and conduct employee training in all areas of workplace harassment, the Family Medical Leave Act, and the American Disabilities Act. She retired from the State of North Carolina with thirty-two years of service and at the time of her retirement, was the Eastern Regional Director of Personnel for the North Carolina Department of Health and Human Services. In 2001 Mrs. Johnson received her certification as a licensed personnel consultant and has been actively involved with area counties. Initially, Lenoir County will contract with Johnson PCI for personnel consulting services for one 8-hour day per week, at a rate of \$450 per day. Additional hours, on an as needed basis, will be billed at the standard rate of \$60 per hour. With the guidance of Johnson PCI, the County will be able to update its personnel policy manual, update job descriptions, provide necessary training to supervisors, and receive advice on disciplinary and complicated employee termination issues. Administration will work closely with Johnson PCI to update our personnel policies and procedures to assure compliance with applicable personnel laws. This will be the first step in establishing a much-needed Human Resources Department for Lenoir County government. Mr. Humphrey asked if the HR service had been bid out to the public. Mr. Hollowell stated County Administration contacted Mrs. Johnson in hopes of obtaining her services; Mrs. Johnson currently works with several counties in Eastern North Carolina. Administration is lucky to obtain Mrs. Johnson's services at least one day a week. Mr. Humphrey stated he does not agree with the amount the contract service will cost the county; he also stated his concern regarding the lack of attention paid to the County Personnel Policy. Mr. Hollowell stated the County personnel department consisted of 1 member for many years; it was not possible to keep the policy updated as needed. Mrs. Johnson can help get the policy updated and provide assistance in other areas of Human Resources where the county desperately needs help. Mr. Jack Jones, Social Services Director, stated Mrs. Johnson would be a great asset to Lenoir County; she holds vast knowledge of HR procedures, which are constantly changing. She would help the County stay informed. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 15A was approved by a 5 to 2 vote with Mr. Humphrey and Mr. Pharo dissenting.

Item No. 15B was a Budget Ordinance Amendment: General Fund: Finance: \$19,530: Increase. The amendment budgets funds for independent personnel consulting services from Johnson Professional Consulting Services (Johnson PCI) for FY 09-10. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 15A was approved by a 5 to 2 vote with Mr. Humphrey and Mr. Pharo dissenting.

Item No. 16 was a Resolution Authorizing Replacement of Four Gas Pack Roof Units and Repair of a Fifth Unit at the Lenoir County DSS Building: Ed Phillips, Inc.: \$23,765. Mr. Mike Wiggins, Maintenance Coordinator, addressed the Board. Mr. Wiggins stated in October of 2009 it was reported to the Lenoir County Maintenance Department that the air conditioning and heat in the DSS building was not working properly. There are 16 units heating and cooling the DSS building. These are the original units that were installed when the building was acquired and up-fitted for DSS. Several units have been repaired or replaced over the past few years. Ed Phillips, Inc. performs the annual maintenance on these units and was called to investigate why the building was not warming up. It was determined that the heat exchangers on four (4) units were bad and a fifth unit had a malfunctioning ignition control switch. Due to the age of the units, Administration decided it was best to replace the four (4) units with bad heat exchangers and repair the ignition switch on the fifth unit. Upon a motion by Mr. Davis and a second by Ms. Sutton, Item No. 16 was unanimously approved.

Item No. 17 was a Resolution Approving Purchase of Eight (8) 2010 Ford Crown Victoria's: \$164,840. Major Chris Hill of the Sheriff's Department addressed the Board. Mr. Hill stated each year the Sheriff's Office purchases (8) Ford Crown Victoria's to replace patrol vehicles that are approaching or have exceeded 125,000 miles. The Ford Crown Victoria is essentially the all-around workhorse vehicle for law enforcement. These vehicles provide good storage capabilities, safety, and superior handling during high-speed situations. Most of the Sheriff's motor fleet is Ford Crown Victoria's. The North Carolina contract for automobiles was finalized in October. Capital Ford in Raleigh, N.C. was awarded the contract for the distribution of these vehicles. The negotiated contract base price for each vehicle is \$20,605. This price is almost \$700 less than the previous year. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 17 was unanimously approved.

Item No. 18A was a Resolution by the Board of Commissioners of the County of Lenoir Authorizing Execution of CDBG Documents. Mr. David Harris of RSM Harris Associates, addressed the Board. Mr. Harris stated the County has applied for funding from the State of North Carolina under the Small Cities Community Development Block Grant Program for housing improvements within many areas around the County. The County expects to receive a \$400,000 grant under the 2009 Small Cities Community Development Block Grant Program – Scattered Site Category. Upon a motion by Ms. Brown and a second by Mr. Davis, Item No. 18A was unanimously approved.

Item No. 18B was a Financial Management Resolution for Scattered Site Housing Project. The County expects to receive a 2009 Community Development Block Grant in the amount of \$400,000. The North Carolina Administrative Code Resolution (4 NCAC 19L) requires the County of Lenoir designate a Grant Finance Officer, authorized individuals to execute grant requisitions, and a Depository for CDBG revenues. Upon a motion by Ms. Brown and a second by Mr. Davis, Item No. 18A was unanimously approved.

Item No. 18C was a Grant Project Budget Ordinance – 2009 Community Development Block Grant Program. Upon a motion by Ms. Brown and a second by Mr. Davis, Item No. 18C was unanimously approved.

Item No. 19 was a Resolution Appointing Citizens to Boards, Commissions, Etc. The following reflects existing vacancies and appointments.

<u>BOARD/COMMITTEE/COMMISSION</u>	<u>APPLICANT/ CURRENT MEMBER</u>	<u>TERM EXPIRATION</u>
Criminal Justice Partnership Program (CJPP) 2 nd Appearance	Richard Basili (Re-Appointment)	May 2012 M: Brown S: Davis
Lenoir County Planning Board 2 nd Appearance	Barry E. Seay (Alternate)	November 2012 M: Brown S: Davis
Lenoir County Planning Board 1 st Appearance	Anthony D. Hall (Alternate)	November 2012
Criminal Justice Partnership Program (CJPP) 1 st Appearance	Anthony D. Hall (Appointment)	November 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), 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**

Mr. Hollowell reminded the Board of Census 2010 coming April 1st. Lenoir County is the lead agency for the area in getting community leaders together to stress the importance of the Census. A “Complete Count Committee” is being formed and will meet on November 10th at the Gate Center to meet with Census officials.

ADJOURNMENT

Upon a motion by Mr. Graham and a second by Ms. Brown, the Board adjourned at 11:05 a.m.

Respectfully submitted,

Reviewed By

Lashanda Aytch
Clerk to the Board

Michael W. Jarman
County Manager