

**LENOIR COUNTY BOARD OF COMMISSIONERS REGULAR MEETING: AGENDA
 MONDAY, NOVEMBER 5, 2012 – TIME: 9:00 A.M.
 COMMISSIONERS' MEETING ROOM, LENOIR COUNTY COURTHOUSE
 130 S. QUEEN ST., KINSTON, N.C.**

CALL TO ORDER, INVOCATION, PLEDGE OF ALLEGIANCE: 5 Min. Est.

PUBLIC INFORMATION: None

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

CONSENT AGENDA: 10 Min.

ACTION

- | | | |
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| 3. | Approval of Minutes: Regular Board Meeting: October 15, 2012 | Roberts/Jarman |
| 4. | Resolution Approving the Releases and Refunds to the Individuals Listed Herein | Parrish |
| 5. | Budget Ordinance Amendment: Finance/Sheriff Department: \$1,310: Increase | Martin |

END OF CONSENT AGENDA

BUDGET ORDINACE/RESOLUTIONS: 35 Min.

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| 6. | Budget Ordinance Amendment: General Fund: Emergency Services:
\$3,385: Increase | Dail |
| 7. | Budget Ordinance Amendment: DSS: \$16,644: Increase | Moore |
| 8. | A. 2011 Community Development Block Grant Project: Budget Ordinance:
\$530,000: Increase | Harris |
| | B. Budget Ordinance Amendment: Community Development Block Grant Fund:
2011 CDBG Catalyst Grant#11-C-2375: \$555,000: Increase | |
| | C. Resolution by the Board of Commissioners of the County of Lenoir Authorizing
Execution of CDBG Documents | |
| | D. Resolution Financial Management Community Development Block Grant:
Catalyst Grant | |
| 9. | Resolution Approving Purchase of Window Tinting for the Jail: \$3,777.25 | Hill |
| 10. | Resolution Approving Purchase of Training for K9 Handler: \$4,000 | Hill |
| 11. | Resolution Approving Purchase of Furniture for the Jail: \$20,171.87 | Hill |
| 12. | Resolution Approving Purchase of a LiveScan Fingerprint Machine: \$32,839 | Hill |

APPOINTMENTS: 5 Min.

- | | | |
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| 13. | Resolution Approving Citizens to Boards, Commissions, Etc. 5 Min. | Jarman |
|-----|--|--------|

OTHER ITEMS: 10 Min.

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

TO: Chairman and Members of the Board
FROM: Mike Jarman, County Manager
DATE: November 5, 2012
SUBJECT: Items of Interest

1. Bid on Property- 516 Cotton Lane Kinston, NC: \$500

Action Required		Record Number	Street #	Street Name	Town	Anything on Property	How Acquired	Taxes Owed	Foreclosure Costs	Tax Value	Previous Bid	Current Bid	Recommendation
50.	Picture Number	9986	516	Cotton Lane	Kinston	Yes	Tax Foreclosure	\$ 3,344.57		\$ 19,094.00		\$ 500.00	Decline
	MC Pin Number												
		4525-1554-1676											

MINUTES

LENOIR COUNTY BOARD OF COMMISSIONERS

October 15, 2012

The Lenoir County Board of Commissioners met in open session at 4:00 p.m. on Monday, October 15, 2012 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, and members of the general public and news media.

Chairman Graham called the meeting to order at approximately 4:02 p.m. Ms. Brown offered the invocation and Mr. Graham led the audience in the pledge of allegiance.

Upon a motion by Ms. Brown and a second by Mr. Pharo, the Board excused Mr. Daughety for being a few minutes late.

PUBLIC INFORMATION

Karen Kozel, who is filling the remainder of Stephen Laroque's term addressed the Board. Ms. Kozel stated she is currently working with Wayne County Commissioners Steve Keen and Ray Mayo on a case concerning pay for Wayne County Emergency Medical Service employees. The case may have similarities to issues Lenoir County experienced in the past with our former method of payment for EMS staff.

ITEMS FROM THE CHAIRMAN/COMMISSIONERS

Mr. Rouse stated there have been changes to the East Carolina Council Bylaws. Mr. Rouse stated Onslow County elected not to pay the full amount of dues but elected to pay for the aging services only. Mr. Rouse stated per the current East Carolina Council bylaws, Onslow County may pay for the aging services only. Mr. Jarman stated the East Carolina Council dues are reviewed annually and decisions are made at that time regarding whether to remain an East Carolina Council Member. Mr. Jarman stated the City of Kinston elected not to be a member of East Carolina Council.

Mr. Jarman stated dues are based on population. The County's dues for the current year were \$18,000. Mr. Jarman stated the County became responsible for the City of Kinston's population when their membership ended. This cost the County an additional \$9,000. Mr. Jarman with assistance from Susan Moore, Department of Social Services Director, reviewed the costs of membership. Mr. Jarman stated the County receives between \$400,000-\$500,000 grant funding that benefits seniors in Lenoir County. Mr. Jarman stated if the County was not a member of the East Carolina Council, some grant funding received to assist seniors in Lenoir County would have to be matched by the County. Mr. Jarman stated the match for grant funding is greater than the East Carolina Council Membership dues. Mr. Jarman stated after reviewing the facts, the County decided to remain an East Carolina Council Member. Mr. Graham stated the East Carolina Council was once named Neuse River Council of Government. Mr. Graham stated the Economic Development Association funds are received from East Carolina Council. Mr. Graham stated the Economic Development Association funds cannot be utilized if the County is not an East Carolina Council Member. Mr. Jarman stated the Economic Development Association funds have not been utilized in years. Mr. Rouse stated the East Carolina Council Bylaws have been changed and the only option is to be in or out of the association. Mr. Jarman stated the East Carolina Council will be meeting to discuss the possible changes in bylaws. Mr. Jarman stated the East Carolina Council is considering making changes to the bylaws, a letter was mailed to East Carolina Council Members thirty days in advance and each member has the option to agree or disagree with the changes and respond accordingly. Mr. Davis inquired if the changes to bylaws would take place during the next Fiscal Year, 2013-2014? Mr. Jarman stated all changes made would be in effect for Fiscal Year 2013-2014. Mr. Daughety stated per discussion with John Chaffey, President and CEO of NC Eastern Region and Larry Moolenaar, former Executive Director of East Carolina Council of Government, it was suggested that both regions (East Carolina Council and NC Eastern Region) combine, which could possibly alleviate the membership dues for the East Carolina Council of Government. Mr. Daughety stated currently the County is funded for Council on Aging from the East Carolina Council of Government. Mr. Jarman stated the Department of Transportation funds the transportation for the East Carolina Council of Government. Mr. Graham stated there are two very distinct groups which are Council of Government (Council on Aging and local government functions) and the other is NC Eastern Region (Economic and Job Development). Mr. Graham stated if the County is not an East Carolina Council Member, the County may not receive grant funding (\$400,000-\$500,000) for Council on Aging. Mr. Jarman stated the County could receive grant funding for Council on Aging, however, the County would have to pay the match for funding received. Mr. Daughety clarified the discussion regarding combining both regions, he stated it was suggested if the regions were combined it would all operate under one leadership. Ms. Sutton suggested that East Carolina Council Board Member should communicate with East Carolina Council regarding modifications to the East Carolina Council Bylaws. Upon a motion by Ms. Sutton and a second by Mr. Pharo, Eric Rouse, East Carolina Council Board Member, was instructed to communicate with the East Carolina Council regarding modifications to the East Carolina Council Bylaws. The motion was unanimously approved.

ITEMS FROM THE COUNTY MANAGER

Mr. Jarman stated a new law passed by the NC General Assembly requires all current permanent plates to be cancelled and re-issued under new eligibility rules before the end of this year (December 31, 2012). Mr. Jarman stated vehicle owners with current permanent plates must purchase either a new permanent plate or a standard "First in Flight" license plate by December 31, 2012. Mr. Jarman stated new orange and black permanent plates will replace the current silver and black plates. Mr. Jarman stated a one-time fee of \$6 will be charged for permanent plates. Ms. Sutton inquired if permanent plates will include school buses? Mr. Jarman stated about 120,000 permanent plates will have to receive new tags, which will create about \$720,000 in revenue at \$6 per license plate. Mr. Jarman stated some churches and other organizations that met previous guidelines will now have to use standard plates, which will cost \$28-\$33. Mr. Jarman stated the County vehicles qualify for permanent plates and will have to pay the \$6 fee to upgrade to the new permanent license plates.

CONSENT AGENDA: 10Min.

ACTION

3. Approval of Minutes: Regular Board Meeting: October 1, 2012 Roberts/ Jarman

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

BUDGET ORDINANCES/RESOLUTIONS

Item No. 4 was a Budget Ordinance Amendment: General Fund: Non-Departmental in the amount of \$3,149: Increase. Mr. Tommy Hollowell, Assistant County Manager, stated the budget amendment was to appropriate additional property tax revenue received by the County as a result of a business personal property tax audit being conducted by County Tax Services, Inc. The County contracted with County Tax Services, Inc. in May of 2010 to conduct the audit. Mr. Hollowell stated County Tax Services, Inc. receives a 30% commission on all business personal property discoveries found as a result of the audit. Mr. Hollowell stated the County pays this commission only after the tax payer pays the Discovery Tax Bill. Mr. Hollowell stated the Board approved the contract with County Tax Services, Inc. on May 17, 2010, Item No. 8. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 4 was unanimously approved.

Item No. 5 was a Resolution Amending Leave Credit Policy: Sheriff and Register of Deeds. Mr. Jack Jones, Human Resources Director, stated the Board of Commissioners adopted a Resolution on January 24, 2000 amending the Personnel Policy regarding Leave Credits for the Sheriff and Register of Deeds. Mr. Jones stated specifically, the policy was revised to read as follows (Section 125.2 Leave Credit Policy). Annual leave shall be accumulated at the same rate as any other county employee without a maximum until December 31st of each calendar year, or until the end of the bi-weekly pay period at the end of the calendar year which contains December 31st. If the Elected Officials specified herein separate or retire from county employment, such accumulation shall not be subject to the maximum thirty (30) days payment, but on December 31st or at the end of the bi-weekly pay period at the end of the calendar year, which contains December 31st, all accumulated annual leave shall apply towards retirement credit.

In reviewing the minutes from the January 24, 2000 meeting, we found no explanation for eliminating, restricting or preventing the pay-out of accrued annual leave for the Sheriff and Register of Deeds. Mr. Jones stated the present policy only allows the hours accrued for annual leave to be credited towards years of service upon the separation or retirement of the Sheriff or Register of Deeds. It does not allow these two employees to receive the 30-day vacation pay-out benefit option that all other employees receive. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 5 was unanimously approved.

Item No. 6 a Resolution Authorizing Lenoir County Health Department to Execute a Purchase Order to Advanced Imaging Systems for Scanning Inactive Medical Records for Data Storage not to Exceed \$15,000 was listed in error. This resolution was pulled and the correct Item No. 6 a Resolution Authorizing Lenoir County Health Department to Provide Flu and Tdap Immunizations to Partnership for Children affiliated Daycare Center Staff was added. Mr. Joey Huff, Health Department Director stated Keith Sylvester, Director of the Partnership for Children contacted him and asked if the Health Department could administer Tdap and Flu shots to Partnership for Children daycare center staff. Mr. Huff stated the Health Department will be providing daycare center staff with Tdap and Flu shots that can prevent the spread of Pertussis (Whooping Cough) and Influenza to vulnerable children. Upon a motion by Mr. Pharo and a second by Ms. Brown, Item No. 6 was unanimously approved.

Item No. 7 was a Resolution Authorizing the Acceptance of a Grant in the amount \$48,119 from Eastpointe Mental Health to Operate a Youth Targeted Prevention Site. Ms. Tammy Kelly, Cooperative Extension Director, stated the 4-H Prevention Program is designed to educate elementary, middle and high school age youth. Ms. Kelly stated some of the target topics include Risky Lifestyle Choices, Goal Setting, Character Building, Positive Self Esteem, Substance Abuse Prevention and Education, Team Building, Bullying and other 4-H related curriculum. Ms. Kelly stated the 4-H Prevention Program also works with afterschool programs, Kennedy Home, Early College, Dobbs Youth Detention Center and Sampson Suspension School. The program hosts many events such as Red Ribbon Week, Great American Smoke Out, Prom Promises, Kick Butts Day, Students Against Destructive Decisions and an Impaired Driving Simulation Experience. Ms. Kelly stated 4-H Prevention serves all of Lenoir County. Ms. Kelly stated Eastpointe Mental Health is providing a grant in the amount of \$48,119 for the support of the 4-H Prevention Program. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 7 was unanimously approved.

Item No.8 was a Resolution Requesting Approval of Easements to City of Kinston. Mr. Jarman stated Lenoir County received notification from the City of Kinston that a 30 ft. Easement was needed to install an electric line and general utilities on Enterprise Boulevard to provide service to the site that Lenoir County has leased Barnhill Contracting Company. Mr. Jarman stated Barnhill Contracting Company will construct a temporary Asphalt Plant at this location to facilitate the paving of Section A of the Harvey Parkway. Mr. Jarman stated the easements will allow the City of Kinston to upgrade their services to the other industries (Pioneer, Select Foods, and DoPaco/Pactiv) located on Enterprise Boulevard. Upon a motion by Mr. Davis and a second by Mr. Daughety, Item No. 8 was unanimously approved.

APPOINTMENTS

Item No. 9 was a Resolution Approving Citizens to Boards, Commissions, Etc. Upon a motion by Mr. Pharo and a second by Mr. Daughety, Item No. 9 was unanimously approved.

<u>BOARD/COMMITTEE/COMMISSION</u>	<u>APPLICANT/CURRENT MEMBER</u>	<u>TERM EXPIRATION</u>
Greene Lamp Advisory Board	Maxine Cooper	October 2017

CLOSED SESSION

Upon a motion by Ms. Graham and a second by Ms. Sutton, and unanimous approval, closed session was entered at approximately 4:30 p.m. and the following cited: Number five (5) To establish or instruct the public body’s staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price or other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other materials terms of an employment contract or proposed employment contract. Upon a motion by Ms. Sutton and a second by Mr. Daughety; the Board moved out of closed session at approximately 5:14 p.m.

OPEN SESSION

Mr. Graham stated that during closed session, there was discussion about land purchase options. There was no action taken. Upon a motion by Mr. Daughety and a second by Mr. Pharo, the meeting was recessed until Monday, October 22, 2012 in the Board of Commissioners Meeting Room at 9 a.m. The motion was unanimously approved.

Mr. Graham adjourned the meeting at 5:16 a.m.

Respectfully submitted,

Reviewed By

Clevette F. Roberts
Interim Clerk to the Board

Michael W. Jarman
County Manager

INTRODUCED BY: Michael W. Jarman, County Manager DATE: 11/5/12 ITEM NO.: 4

RESOLUTION: Approving the Releases and Refunds to the Individuals Listed Herein

SUBJECT AREA: Finance

ACTION REQUESTED: Approval of Releases and Refunds as Prepared

HISTORY/BACKGROUND:

Releases and refunds result from listing and assessing due to incorrect and incomplete information.

EVALUATION:

RELEASES OVER \$100

Year	Name	Account	Amount	Reason
2012	Amanda Krzynovek	51501	\$259.03	Corrected Listing
2012	Amanda Krzynovek	51501	312.60	Corrected Listing
2012	Timothy Harris	47245	324.67	Double Listed
2012	Kenneth Jones	15985	337.45	Corrected Listing
2012	Gordon & Arminta Jackson	14799	657.00	Legal Exemption
2012	GE Equipment Small Ticket	68989	536.71	Corrected Listing
2012	GE Equipment Small Ticket	68989	564.08	Corrected Listing
2012	GE Equipment Small Ticket	68989	123.11	Corrected Listing
2012	GE Equipment Small Ticket	68989	189.61	Corrected Listing

Refunds

Year	Name	Account	Amount	Reason
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MANAGER'S RECOMMENDATION: Approval of releases as set out above.

Respectfully Request Approval.


Initials

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Graham _____ Davis _____ Brown _____ Daughety _____
Pharo _____ Rouse _____ Sutton _____

George W. Graham, Jr. Chairman 11/5/12
Date

ATTEST 11/5/12
Date

BUDGET ORDINANCE AMENDMENT: FINANCE/SHERIFF'S DEPARTMENT: \$1,310. INCREASE



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY 2012 - 2013
 Appropriations

Budget Amendment # _____
 Date Approved _____

Distribution - Finance Office:

FUND	DEPARTMENT	LINE ITEM DESCRIPTION	
GENERAL FUND	FINANCE/SHERIFF DEPARTMENT	10-3842-8500	INSURANCE - MISCELLANEOUS
		10-4310-3530	VEHICLES REPAIR/MAINTENANCE
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>	
10-3842-8500 INSURANCE-MISCELLANEOUS	1,310.00	10-4310-3530 VEHICLES REPAIR/MAINTENANCE	1,310.00
Total	1,310.00	Total	1,310.00
Reason and Justification for Request: TO BUDGET INSURANCE PROCEEDS RECEIVED FROM ARGONAUT GREAT CENTRAL INSURANCE COMPANY ON 10/31/2012 IN THE AMOUNT OF \$1,309.33 FOR AN ACCIDENT THAT OCCURRED ON OCTOBER 19,2012.			
Department Head Approval	Date	Finance Officer Approval	Date
<i>Martha N. Martin</i>	<i>10/31/2012</i>	<i>Martha N. Martin</i>	<i>10/31/2012</i>
Budget Officer Approval	Date		
<i>Michael W. Farman</i>	<i>11/1/12</i>		
Board Approval (When Applicable)	Date	Date of Minutes	

BUDGET ORDINANCE AMENDMENT: GENERAL FUND:
EMERGENCY SERVICES: \$3,385. 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	EMERGENCY SERVICES DEPARTMENT	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>	
10-3842-8500 INSURANCE-MISCELLANEOUS	3,385.00	10-4332-3530 MAINT/REPAIR-VEHICLES	3,385.00
Total	3,385.00	Total	3,385.00

Reason and Justification for Request:
TO BUDGET INSURANCE PROCEEDS RECEIVED FROM VFIS INSURANCE COMPANY ON 10/16/2012 IN THE AMOUNT OF \$3,384.46. THIS IS TO COVER COST OF REPAIRS TO THE 2008 FORD EXPEDITION THAT WAS STRUCK BY A DEER ON 10/06/2012.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Roger Oal</i>	10-16-12	<i>Martina H. Martin</i>	10-16-2012
Budget Officer Approval	Date		
<i>Michael W. Sauman</i>	10/17/12		
Board Approval (When Applicable)	Date	Date of Minutes	

Finance Office - Copy

Department - Copy

Administration - Copy



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY 2012 - 2013

Appropriations

Budget Amendment # _____

Date Approved _____

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
GENERAL FUND		DEPARTMENT OF SOCIAL SERVICES		VARIOUS	
Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> REVENUES			Check One Box New Appropriation: <input type="checkbox"/> Line Item Transfer: <input checked="" type="checkbox"/> EXPENDITURES		
Account # and Title		Amount	Account # and Title		Amount
<u>INCREASE</u>			<u>INCREASE</u>		
10-3531-3001	ADMINISTRATIVE REIMBURSEMEN	16,644.00	10-5372-1152	LIEAP/CIP ADMIN CONTRACT	16,644.00
Total		16,644.00	Total		16,644.00

Reason and Justification for Request:

BUDGET AMENDMENT TO COVER THE INCREASED ALLOCATION RECEIVED THIS YEAR. FUNDS ARE 100% FEDERAL / NO COUNTY COST.

Department Head Approval

Date

10/23/2012

Susan E. Moore

Finance Officer Approval

Date

10/23/2012

Martha H. Martin

Budget Officer Approval

Date

10/23/12

Michael W. Jarman

Board Approval (When Applicable)

Date

Date of Minutes

COUNTY OF LENOIR

GRANT PROJECT BUDGET ORDINANCE

2011 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

BE IT ORDAINED by the Board of Commissioners of the County of Lenoir, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Grant Project Budget Ordinance is hereby adopted:

Section I. The project authorized is the Community Development Project described in the work statement contained in the 2011 CDBG NC Catalyst Application between the County of Lenoir and the Division of Community Assistance. This project is also referred as the Spring Drive Housing and Community Development Project.

Section II. The officers of the County of Lenoir are hereby directed to proceed with the grant project within the terms of the grant documents, the rules and regulations of the Division of Community Assistance and the budget contained herein.

Section III. The following revenues are anticipated to be available to complete the project.

1. Community Development Block Grant	\$500,000	
2. Lenoir County Local Funds	25,000	
3. Town of La Grange	<u>5,000</u>	
TOTAL REVENUES		\$530,000

Section IV. The following amounts are appropriated for the project:

1. Acquisition	\$10,000	
2. Clearance	10,000	
3. Rehabilitation	60,000	
4. Reconstruction	186,000	
5. Street Improvements	102,000	
6. Drainage Improvements	25,800	
7. Sidewalk Improvements	11,000	
8. Sewer Improvements	45,200	
9. Water Improvements	25,000	
10. Administration	<u>55,000</u>	
TOTAL EXPENDITURES		\$530,000

Section V. The finance officer is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the grantor agency required by the grant agreement and Federal and State Regulations.

Section VI. Funds may be advanced from the general funds for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner. Reimbursement to the general funds should be made in a timely manner.

Section VII. The finance officer is directed to report monthly on the financial status of each project element in Section IV and on the total grant revenues received or claimed.

Section VIII. The budget officer is directed to include an analysis of past and future costs and revenues on this grant project as a part of every budget submission made to this Board.

Section IX. Copies of this Grant Project Ordinance shall be made available to the budget officer for direction in carrying out this project.

Adopted this 5th day of November, 2012 at Lenoir County, North Carolina

Clevette Roberts

Clerk to the Board

Title

BUDGET ORDINANCE AMENDMENT: COMMUNITY DEVELOPMENT BLOCK GRANT FUND;
2011 CDBG CATALYST GRANT #11-C-2375: \$555,000. INCREASE



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY 2012 - 2013
Appropriations

Budget Amendment # _____
Date Approved _____

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
COMMUNITY DEVELOPMENT BLOCK GRANT		2011 CDBG CATALYST GRANT #11-C-2375		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>			
46-3409-3607	GRANT-CDBG #11-C-2375	500,000.00	46-4963-1000	ADMINISTRATION	55,000.00
46-3839-8400	CONTRIBUTION-TOWN OF LAGRAI	5,000.00	46-4963-5700	ACQUISITION	10,000.00
46-3981-9803	LOCAL MATCH-2011 CDBG CATAL'	25,000.00	46-4963-5800	CLEARANCE	10,000.00
			46-4963-5820	RECONSTRUCTION	186,000.00
			46-4963-5850	REHABILITATION	60,000.00
			46-4963-5901	STREET IMPROVEMENTS	102,000.00
			46-4963-5902	DRAINAGE IMPROVEMENTS	25,800.00
			46-4963-5903	SIDEWALK IMPROVEMENTS	11,000.00
			46-4963-5904	SEWER IMPROVEMENTS	45,200.00
			46-4963-5905	WATER IMPROVEMENTS	25,000.00
<u>INCREASE</u>		<u>INCREASE</u>			
10-3991-9910	FUND BALANCE APPROPRIATED	25,000.00	10-9800-8521	TRNSF TO CDBG #11-C-2375	25,000.00
Total		555,000.00	Total		555,000.00

Reason and Justification for Request:

TO SET UP AND APPROPRIATE FUNDS FOR THE 2011 COMMUNITY DEVELOPMENT BLOCK GRANT - CATALYST PROJECT THAT WAS AWARDED TO THE COUNTY ON 10/12/2012. COUNTY COMMISSIONERS APPROVED THE LOCAL MATCH OF \$25,000 ON APRIL 16, 2012 - ITEM #6-A.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Martha H. Martin</i>	<i>10/30/2012</i>	<i>Martha H. Martin</i>	<i>10/30/2012</i>
Budget Officer Approval	Date		
<i>Michael W. Jarman</i>	<i>11/1/12</i>		
Board Approval (When Applicable)	Date	Date of Minutes	

**RESOLUTION BY THE BOARD OF COMMISSIONERS
OF THE COUNTY OF LENOIR
AUTHORIZING EXECUTION OF CDBG DOCUMENTS**

WHEREAS, the County of Lenoir has the need for neighbor revitalization improvements within many areas around the County; and

WHEREAS, the County of Lenoir has applied for funding from the State of North Carolina under the Small Cities Community Development Block Grant Program; and

WHEREAS, the County of Lenoir expects to receive a \$500,000 grant under the Small Cities Community Development Block Grant Program – NC Catalyst Grant Category,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the County of Lenoir;

THAT, The County of Lenoir will accept the State of North Carolina Small Cities Community Development Block Grant of \$500,000 – NC Catalyst Grant Category; and

THAT, George W. Graham, Jr., Chairman; Michael W. Jarman, County Manager; Thomas L. Hollowell, Assistant County Manager; and Martha Martin, Finance Officer, are hereby authorized to accept the grant offer on behalf of the County of Lenoir and execute the Grant Agreement, Funding Approval Form, and related grant documents and documents required by the State of North Carolina during the implementation of the grant project; and

THAT, The County of Lenoir has substantially complied with or will substantially comply with all federal, state, and local laws, rules, regulations, and ordinances as applicable to the project.

Adopted this 5th day of November, 2012 at Lenoir County, North Carolina

Clevette Roberts

Clerk to the Board
Title

COUNTY OF LENOIR

FINANCIAL MANAGEMENT RESOLUTION

2011 CDBG NC CATALYST PROJECT

WHEREAS, the County of Lenoir expects to receive a 2011 Community Development Block Grant – NC Catalyst Category in the amount of \$500,000; and

WHEREAS, the North Carolina Administrative Code Resolution (4 NCAC 19L) requires that the County of Lenoir designate a Grant Finance Officer, authorized individuals to execute grant requisitions, and a Depository for CDBG revenues;

NOW, THEREFORE, the Board of Commissioners of the County of Lenoir hereby resolves the following:

- (1) Martha H. Martin will serve as Grant Finance Officer and will be responsible for financial management of the 2011 CDBG NC Catalyst Project according to the requirements of 4 NCAC 19L.
- (2) First Citizens Bank, North Carolina is hereby designated as the official depository for revenues budgeted for the 2011 CDBG NC Catalyst Project.
- (3) Michael W. Jarman, County Manager; Thomas L. Hollowell, Assistant County Manager; Martha H. Martin, Finance Officer; and Rose T. Fox, Accounting Specialist are hereby designated as individuals certified to sign requisitions for 2011 CDBG NC Catalyst Project Grant funds.
- (4) That George W. Graham, Jr., Chairman, is hereby directed to sign the “Signatory Forms and Certifications” as the “Certifying Official: and return the forms along with all other materials as necessary to the respective agencies.

Resolved this 5th day of November, 2012 at Lenoir County, North Carolina

ATTEST: (SEAL)

Clevette Roberts

Clerk to the Board
Title

INTRODUCED BY: Michael W. Jarman, County Manager **DATE** 11/5/12 **ITEM NO.** 9

RESOLUTION: Approving Purchase of Window Tinting for the Jail: \$3,777.25

SUBJECT AREA: Financial

ACTION REQUESTED: The Board is requested to authorize the Sheriff to execute a purchase order with Solar Creations, Inc., for the purchase of window tinting for two control rooms in the new jail.

HISTORY / BACKGROUND: The new jail is almost complete. The new jail has two control towers that currently have non-tinted glass, allowing inmates to see the movement of personnel within the control rooms. In addition, inmates have the ability to see from one cellblock area (pod) to another. Inmates should not be able to view the movements of officers within the tower or detect if an officer is watching the movements of inmates within the pod areas. In an effort to resolve this issue, the windows within the control room on each floor must be tinted with a reflective film. This particular work was not within the scope of work on the control room windows.

EVALUATION: Solar Creations, Inc., located in Greenville, North Carolina provides window tinting for commercial applications. This same company tinted the windows in the control towers for the Pitt County Sheriff's Office jail. According to personnel at the Pitt County Sheriff's Office, Solar Creations products and installation were very satisfactory. The owner of Solar Creations examined the windows in the new jail and provided a quote of \$3,777.25 to tint all of the windows with R20 silver mirror tinting, which has 20% light transmission. The funds to purchase the materials and labor will come from the Sheriff's federal asset forfeiture funds, thus, not costing the taxpayers anything for this work.

The Sheriff respectfully requests that he be permitted to execute a purchase order with Solar Creations Inc., to purchase and install window tinting in the new jail.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

MWJ
Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the Sheriff is permitted to execute a purchase order with Solar Creations, Inc., for the purchase and installation of window tinting on the new jail control room windows.

Solar Creations, Inc.----- \$ 3,777.55

Funding Account #: 15-4316-5999 \$ 3,777.55

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Graham _____ Davis _____ Brown _____ Daughety _____
Pharo _____ Rouse _____ Sutton _____

George W. Graham, Jr. Chairman 11/5/12
Date

ATTEST 11/5/12
Date

INTRODUCED BY: Michael W. Jarman, County Manager **DATE** 11/5/12 **ITEM NO.:** 10

RESOLUTION: Approving Purchase of Training for K9 Handler: \$4,000

SUBJECT AREA: Financial

ACTION REQUESTED: The Board is requested to authorize the Sheriff to execute a purchase order with Southern Police Canines, Inc., for canine training.

HISTORY / BACKGROUND: The Lenoir County Sheriff's Office currently utilizes several canine's to carry out law enforcement functions such as narcotics detection, evidence retrieval, and officer protection. These animals have been an invaluable tool and have served the Sheriff's Office for many years. Recently, a canine handler was injured while working his dog following a chase. The handler is not physically able to perform those specific duties at this time. This forced the Sheriff to find a new handler to work the canine and to have the handler trained with the dog.

EVALUATION: Southern Police Canines has been supplying the Sheriff's Office with canines and providing training over the past decade. Mark Mills, the owner of Southern Police Canines agreed to train a new handler at a cost of \$4,000. The training will last 6 weeks. The funds to pay for this required training will come from North Carolina controlled substance funds. These funds are not property tax monies and are derived from those persons that have engaged in the trafficking of illegal narcotics.

The Sheriff respectfully requests that he be permitted to execute a purchase order with Southern Police Canines Inc., for the purchase of canine training.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

MW
Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the Sheriff is permitted to execute a purchase order with Southern Police Canines, Inc., to purchase canine training.

Southern Police Canines----- \$ 4,000

Funding Account #: 16-4317-5999 \$ 4,000

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Graham _____ Davis _____ Brown _____ Daughety _____
Pharo _____ Rouse _____ Sutton _____

George W. Graham, Jr. Chairman 11/5/12
Date

ATTEST 11/5/12
Date

INTRODUCED BY: Michael W. Jarman, County Manager DATE 11/5/12 ITEM NO. 11

RESOLUTION: Approving Purchase of Furniture for the Jail: \$20,171.87

SUBJECT AREA: Financial

ACTION REQUESTED: The Board is requested to authorize the Sheriff to execute a purchase order with Corporate Resources for the purchase of office furniture for the new jail.

HISTORY / BACKGROUND: The new jail is almost complete. As part of the jail project the jail needs to have office furniture such as desks, chairs, and filing cabinets. The county allocated \$10,000 for office furniture for the new jail.

EVALUATION: The Sheriff's Office entertained a quote from Corporate Resources to supply furniture to the new jail. Corporate Resources is a Lenoir County business and has been supplying the county with furniture for many years. The price was eventually negotiated and determined to cost a total of \$20,171.87. Because the amount exceeds the budgeted amount, the Sheriff will use federal asset forfeiture funds to make up the difference.

The Sheriff respectfully requests that he be permitted to execute a purchase order with Corporate Resources to purchase office furniture for the jail.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the Sheriff is permitted to execute a purchase order with Corporate Resources for the purchase of office furniture for the new jail.

Corporate Resources----- \$ 20,171.87

Funding Account #:	15-4316-5100	\$ 10,171.87
	43-8120-4991	\$ 10,000.00

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Graham _____ Davis _____ Brown _____ Daughety _____
Pharo _____ Rouse _____ Sutton _____

George W. Graham, Jr. Chairman 11/5/12
Date

ATTEST 11/5/12
Date

INTRODUCED BY: Michael W.Jarman, County Manager **DATE** 11/5/12 **ITEM NO.:** 12

RESOLUTION: Approving Purchase of a LiveScan Fingerprint Machine: \$32,839

SUBJECT AREA: Financial

ACTION REQUESTED: The Board is requested to authorize the Sheriff to execute a purchase order with Safran MorphoTrak for the acquisition of a LiveScan fingerprint machine.

HISTORY / BACKGROUND: The Lenoir County Sheriff's Office currently utilizes a LiveScan fingerprint machine which is located in the Detective Division. The current fingerprint machine is used to fingerprint persons charged with criminal offenses as well as citizens who request to be fingerprinted for various occupations that require fingerprints. Because the current fingerprint machine must move to the fingerprint room within the processing area of the new jail, a new machine must be purchased. The new machine will be used to fingerprint citizens not under arrest as a part of their job requirements. This keeps the Sheriff's staff and citizens from walking back and forth from the Sheriff's Office to the new jail to perform these services.

EVALUATION: Safran Morphotrak is the only authorized vendor that provides the LiveScan fingerprint machine. This device is electronically connected to both State and Federal fingerprint databases. The price for this device has already been negotiated by the State of North Carolina. The cost for the machine, fingerprint card printer, and data transfer integration is \$32,839. Funding for the machine will be divided between jail project funds and federal asset forfeiture funds.

The Sheriff respectfully requests that he be permitted to execute a purchase order with MorphoTrak for the purchase of a LiveScan fingerprint machine, printer, and data integration software.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

MWJ
Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the Sheriff is permitted to execute a purchase order with MorphoTrak to purchase a LiveScan fingerprint machine, printer, and data integration software.

MorphoTrak----- \$ 32,839

Funding Account #:	43-8120-4991	\$ 16,419.50
	15-4316-5100	\$ 16,419.50

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Graham _____ Davis _____ Brown _____ Daughety _____
Pharo _____ Rouse _____ Sutton _____

George W. Graham, Jr. Chairman 11/5/12
Date

ATTEST 11/5/12
Date

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 11/5/12 **ITEM NO.:** 13

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>

CURRENT VACANCIES:

Lenoir County Health Board – (1) Veterinarian, (1) Optometrist

Lenoir County Planning Board – Districts One (1), Four (1)

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>

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Brown _____ Daughety _____ Davis _____ Graham _____
Pharo _____ Rouse _____ Sutton _____

George W. Graham, Jr., Chairman

11/5/12
Date

ATTEST

11/5/12
Date