

**LENOIR COUNTY BOARD OF COMMISSIONERS REGULAR MEETING: AGENDA**  
**MONDAY, NOVEMBER 19, 2012 – TIME: 4:00 P.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

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

**CONSENT AGENDA: 10 Min.** **ACTION**

- |  |                |
|--|----------------|
| 3. Approval of Minutes: Regular Board Meeting: November 5, 2012                | Roberts/Jarman |
| 4. Budget Ordinance Amendment: Finance/Sheriff’s Department: \$1,561: Increase | Martin         |

**END OF CONSENT AGENDA**

**BUDGET ORDINANCE/RESOLUTIONS:       35 Min.**

- |  |         |
|--|---------|
| 5. Resolution Approving “Records Retention and Disposition Schedule” for the Register of Deeds   | Seymour |
| 6. Resolution Approving the Acceptance of a Proposal for Advertising by the Kinston Community Health Center on One (1) Lenoir County Transit Vehicle and the Execution of a Contract | Harper  |
| 7. Resolution Authorizing the Purchase of Toner Cartridges for Precincts and One Stop Sites at a Cost not to Exceed \$2,924.10   | King    |
| 8. Resolution Approving 2013 County Holidays   | Jarman  |
| 9. Resolution Approving 2013 Calendar of Board Meeting Dates and Times   | Jarman  |
| 10. Resolution by the Board of Commissioners of the County of Lenoir Selecting CDBG Project Administrator  | Harris  |
| 11. Budget Ordinance Amendment: DSS: \$10,782: Increase  | Moore   |
| 12. Budget Ordinance Amendment: State Controlled Substance: Sheriff State Controlled Substance: \$4,000: Increase  | Hill    |
| 13. Budget Ordinance Amendment: Federally Seized Property Fund: Sheriff-Federally Seized Property: \$30,370  | Hill    |
| 14. Budget Ordinance Amendment: Capital Projects Fund: E-911 Project-Grant Fund: \$7,400,000: Increase   | Dail    |

15. Resolution Authorizing The MIS Director to Execute a 3 year Agreement with CommTouch for \$4,000 for Enterprise CAV Multiplatform Virus software off of State Contract Bryan

**APPOINTMENTS: 5 Min.**

16. Resolution Approving Citizens to Boards, Commissions, Etc. **5 Min.** Jarman

**OTHER ITEMS: 10 Min.**

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

**TO:** Chairman and Members of the Board  
**FROM:** Mac Daughety, Board Member  
**DATE:** November 19, 2012  
**SUBJECT:** Items of Interest

Commissioner Mac Daughety

1. Resolution Supporting the Hill Farm Road Extension Project
2. Smithfield Way
3. Pink Hill Elementary Driveway

Commissioner Eric Rouse

1. Mayor B.J. Murphy

RESOLUTION SUPPORTING THE HILL FARM ROAD PROJECT

**WHEREAS**, the Lenoir County Board of Commissioners understands and gratefully acknowledges the North Carolina Department of Transportation in this Division is making an attempt to accommodate and improve access to the businesses along the section of Hill Farm Road from its intersection with US Highway 70 to Smithfield Way to alleviate or greatly reduce their economic loss, and

**WHEREAS**, the Lenoir County Board of Commissioners understands that these are difficult economic times and it is in the best interest of our citizens to be supportive of our local businesses and their attempts to stay profitable and retain full employment; and

**WHEREAS**, it is apparent to the Lenoir County Board of Commissioners that this project will greatly improve access for fire and emergency services response on Hill Farm Road from US Highway 70 to Smithfield Way, and

**WHEREAS**, the improved access should provide our citizens with greater and safer access to shopping and dining opportunities, while creating greater economic value to the community; and

**WHEREAS**, citizens of Lenoir County have continually complained about ease of access to the business located along Hill Farm Road from its intersection with US Highway 70 to Smithfield Way;

**NOW, THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that:**

The North Carolina Department of Transportation be requested to proceed with the planned road improvements on Hill Farm Road from its intersection with Highway 70 to Smithfield Way, because of its potential economic and safety impact on the community and affected businesses.

**AMENDMENTS:**

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

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

YEA VOTES: Graham \_\_\_\_\_ Davis \_\_\_\_\_ Brown \_\_\_\_\_ Daughety \_\_\_\_\_  
Pharo \_\_\_\_\_ Rouse \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
George W. Graham, Jr. Chairman      11/19/12  
Date

\_\_\_\_\_  
ATTEST                      11/19/12  
Date

**TO: Chairman and Members of the Board**  
**FROM: Mike Jarman, County Manager**  
**DATE: November 19, 2012**  
**SUBJECT: Items of Interest**

1. Bid on Property- 516 Cotton Lane Kinston, NC: \$2,200
2. Sampson School Closing
3. Lenoir County Performance Summary 2012-2013: October 31, 2012
4. Lenoir County Inspections Permit/Inspection Report: October 2012
5. County Commissioners Employee Appreciation Luncheon  
Friday, December 14, 2012: King's Restaurant: 11:30 a.m.

11/15/2012

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		\$ 2,200.00	Accept
	NC Pin Number												
		4525-1554-1676											



# Lenoir County Public Schools

A Commitment to Excellence for All Children

**MISSION STATEMENT**  
Preparing all students to be competitive  
and productive citizens in a global economy.

L. STEPHEN MAZINGO, Ed.D.  
Superintendent

DIANE H. LYNCH  
Associate Superintendent

BOARD OF EDUCATION  
Rita Hodges, Chair  
Giles Stroud, Vice Chair  
David J. Fillippeli, Jr.  
Bruce Hill  
Garland Nobles, Jr.  
Billy Davis  
C. L. Braxton

November 9, 2012

Mr. Mike Jarman  
Lenoir County Manager  
P. O. Box 3289  
Kinston, NC 28502-0729

Dear Mr. Jarman:

At its meeting on November 5, 2012, the Lenoir County Board of Education voted to close the Sampson School property located at 606 Tower Hill Road in Kinston and not use the facility for any additional or alternative purpose. Therefore, in accordance with G.S. 115C-518A, the Lenoir County Board of Education is required to first offer the school site to the Lenoir County Board of Commissioners before otherwise disposing of the property.

Accordingly, please notify me in writing whether or not the Lenoir County Board of Commissioners would like to obtain this property from the Lenoir County Board of Education. If the county commissioners are interested in obtaining the property, the next step would be to establish a price based on the fair market value of the property.

Please contact me if you have questions. I look forward to hearing from you.

Sincerely,

L. Stephen Mazingo, Ed.D.  
Superintendent

rmb

**LENOIR COUNTY**  
**FINANCIAL PERFORMANCE SUMMARY-2012-13**  
**OCTOBER 31, 2012**

**REVENUES**

**33.33%**

DESCRIPTION	BUDGET FOR YEAR	REVENUES TO DATE	REMAINING BALANCE	% REC'D
<b>GENERAL FUND:</b>				
Health Department	1,819,005	782,003	1,037,002	42.99%
Public Assistance (DSS)	9,386,710	2,759,180	6,627,530	29.39%
Property Taxes	31,865,940	8,528,466	23,337,474	26.76%
Sales Taxes	5,650,000	1,694,961	3,955,039	30.00%
Other General	15,060,117	6,266,666	8,793,451	41.61%
<b>TOTAL GENERAL</b>	<b>63,781,772</b>	<b>20,031,276</b>	<b>43,750,496</b>	<b>31.41%</b>
<b>OTHER FUNDS:</b>				
Employee Insurance	3,905,000	1,181,955	2,723,045	30.27%
Vehicle Replacement	0	0	0	0.00%
Fed Seized Property	38,000	22,963	15,037	60.43%
State Controlled Substance	20,000	1,731	18,269	8.66%
School Capital Fund	2,404,067	594,683	1,809,384	24.74%
Transportation Fund	1,366,649	450,760	915,889	32.98%
Scrap Tire Disposal	135,000	18,617	116,383	13.79%
Emergency Telephone	359,451	91,623	267,828	25.49%
Revaluation Fund	54,384	0	54,384	0.00%
Automation-Preservation Fnd	144,000	7,745	136,255	5.38%
MSW Landfill-Debt Service	0	12	-12	
Capital Improve Fund	4,908,580	86,594	4,821,986	1.76%
Solid Waste Management	3,419,089	1,562,337	1,856,752	45.69%
Trust and Agency Fund:				
Smart Start Program	101,723	15,126	86,597	14.87%
Fire Districts	1,336,101	352,550	983,551	26.39%
<b>TOTAL OTHER FUNDS</b>	<b>18,192,044</b>	<b>4,386,696</b>	<b>13,805,348</b>	<b>24.11%</b>
<b>GRAND TOTAL</b>	<b>81,973,816</b>	<b>24,417,972</b>	<b>57,555,844</b>	<b>29.79%</b>

Project Based Revenues:	BUDGET	TO DATE	REMAINING	% REC
<b>SCHOOL CONSTRUCTION FUND</b>	<b>72,623,867</b>	<b>72,623,867</b>	<b>0</b>	<b>100.00%</b>
<b>CAPITAL PROJECTS FUND</b>	<b>28,655,617</b>	<b>28,656,733</b>	<b>-1,116</b>	<b>100.00%</b>
<b>CDBG RELATED PROJECTS</b>	<b>3,058,688</b>	<b>2,766,393</b>	<b>292,295</b>	<b>90.44%</b>
<b>Total Project Based</b>	<b>104,338,172</b>	<b>104,046,993</b>	<b>291,179</b>	

\* **Bold** area represents "Project Based" funds in which Revenues to date includes revenues from prior years since the beginning of the project

Project Based Expenditures:	BUDGET	EXPENDED TO DATE	ENCUMBERED	REMAINING
<b>SCHOOL CONSTRUCTION FUND</b>	<b>72,623,867</b>	<b>72,623,867</b>	<b>0</b>	<b>0</b>
<b>CAPITAL PROJECTS FUND</b>	<b>28,655,617</b>	<b>26,094,613</b>	<b>108,752</b>	<b>2,452,252</b>
<b>CDBG RELATED PROJECTS</b>	<b>3,058,688</b>	<b>2,778,302</b>	<b>0</b>	<b>280,386</b>
<b>Total Project Based</b>	<b>104,338,172</b>	<b>101,496,782</b>	<b>108,752</b>	<b>2,732,638</b>

\* **Bold** area represents "Project Based" funds in which Expenditures to date includes expenditures from prior years since the beginning of the project

**LENOIR COUNTY**  
**FINANCIAL PERFORMANCE SUMMARY - 2012-13**  
**OCTOBER 31, 2012**

**EXPENDITURES**

**33.33%**

DESCRIPTION	BUDGET FOR YEAR	EXPENDITURES TO DATE	ENCUMBRANCE	UNENCUMBERED BALANCE	% EXPEND/ENCUMBR
<b>GENERAL FUND:</b>					
Governing Body	227,557	93,046	0	134,511	40.9%
County Manager	272,984	86,137	0	186,847	31.6%
Finance	198,801	62,280	0	136,521	31.3%
Human Resources	231,611	64,369	0	167,242	27.8%
Tax Office	810,610	247,555	5,859	557,196	31.3%
Legal	62,500	7,500		55,000	12.0%
Court Facility	595,887	119,462	82,684	393,741	33.9%
Elections	343,572	133,757	21,121	188,694	45.1%
Register of Deeds	289,960	94,735	29,183	166,042	42.7%
Non-Departmental	1,045,069	519,392		525,677	49.7%
Process Funds	949,487	262,198	1,349	685,940	27.8%
Outside Agencies	129,500	28,834		100,666	22.3%
Management Info Systems	934,842	403,856	57,111	473,875	49.3%
Public Buildings	592,187	151,850	43,205	397,132	32.9%
Sheriff	4,556,920	1,443,939	113,419	2,999,562	34.2%
Sheriff - Civil Process	35,525	0	0	35,525	0.0%
Central Communications	1,243,640	440,643	22,129	780,868	37.2%
Jail	3,380,276	1,134,035	608,487	1,637,754	51.5%
Emergency Management	384,474	121,552	18,069	244,853	36.3%
Emergency Medical Services	3,760,731	1,224,783	268,805	2,267,143	39.7%
Non-Emergency Services	349,213	100,555	29,477	219,181	37.2%
Fire Protection	48,340	16,113		32,227	33.3%
Inspections	215,631	66,611		149,020	30.9%
Medical Examiner	40,000	7,950		32,050	19.9%
Economic Development	319,014	77,897	4,173	236,944	25.7%
Veterans Service Office	33,241	7,261	320	25,660	22.8%
Cooperative Extension	391,949	99,123	13,550	279,276	28.7%
JCPC - Parenting Matters	35,194	9,099		26,095	25.9%
Cooperative Ext-Grants	122,374	17,663	1,756	102,955	0.0%
Soil Conservation	121,047	35,915		85,132	29.7%
Health Department	3,820,187	1,057,530	140,155	2,622,502	31.4%
BioTerrorism - Health	48,808	13,506	0	35,302	27.7%
M. Health Department	245,715	81,905		163,810	33.3%
CJPP - Day Reporting Center	0			0	0.0%
Public Assistance (DSS)	13,564,235	3,906,518	330,244	9,327,473	31.2%
Education	9,900,000	3,300,000		6,600,000	33.3%
Community College	2,235,000	745,000		1,490,000	33.3%
Cultural	751,579	250,526		501,053	33.3%
Recreation	799,000	266,333		532,667	33.3%
Debt Service	8,215,513	3,310,687		4,904,826	40.3%
Transfer to Other Funds	2,429,599			2,429,599	0.0%
Contingency	50,000	0		50,000	0.0%
<b>TOTAL GENERAL</b>	<b>63,781,772</b>	<b>20,010,115</b>	<b>1,791,096</b>	<b>41,980,561</b>	<b>34.2%</b>
<b>OTHER FUNDS:</b>					
Employee Insurance Fund	3,905,000	1,078,974		2,826,026	27.6%
Vehicle Replacement Fund	0			0	0.0%
Fed Seized Property Fund	38,000	1,921	2,434	33,645	11.5%
State Controlled Substance Fund	20,000			20,000	0.0%
School Capital Fund	2,404,067	2,222,660		181,407	92.5%
Transportation Fund	1,366,649	292,846	209,833	863,970	36.8%
Scrap Tire Disposal Fund	135,000	24,132		110,868	17.9%
Emergency Telephone Fund	359,451	138,186	100,062	121,203	66.3%
Revaluation Fund	54,384	15,834		38,550	29.1%
Automation-Preservation Fund	144,000	63,190	55,664	25,146	82.5%
MSW Landfill-Debt Service	0			0	
Capital Improvements Fund	4,908,580	2,771,799	4,700	2,132,081	56.6%
Solid Waste Management	3,419,089	765,799	87,535	2,565,755	25.0%
Trust & Agency Fund					
Family & Caregiver-Smart Start	101,723	24,326	0	77,397	23.9%
Fire Districts	1,336,101	260,156	0	1,075,945	19.5%
<b>TOTAL OTHER FUNDS</b>	<b>18,192,044</b>	<b>7,659,823</b>	<b>460,228</b>	<b>10,071,993</b>	<b>44.6%</b>
<b>GRAND TOTAL</b>	<b>81,973,816</b>	<b>27,669,938</b>	<b>2,251,324</b>	<b>52,052,554</b>	<b>36.5%</b>



**LENOIR COUNTY  
PLANNING & INSPECTIONS DEPARTMENT**

PO BOX 3289  
101 NORTH QUEEN STREET  
KINSTON, NC 28502  
PHONE: 252-559-2260  
FAX: 252-559-2261



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**LENOIR COUNTY INSPECTIONS  
PERMIT/INSPECTION REPORT**

**OCTOBER 2012**

**PERMITS ISSUED: 159**

**PERMITS VALUE: \$ 2,686,364**

**PERMIT FEES: \$ 13,730**

**SINGLE FAMILY DWELLINGS: 3**

**MOBILE HOMES: 20**

**COMMERCIAL: 4**

**ADDITIONS: 8**

**ELECTRICAL: 54**

**PLUMBING: 21**

**MECHANICAL: 35**

**OTHER: 14**

**TOTAL INSPECTIONS: 243**

Lenoir County  
 PERIODIC REPORT OF ISSUED PERMITS (GROUPED BY REPORT CODE)

Printed: 11-01-2012

Code Prms	Designated period:	10/01/12 to 10/31/12		[Prior period:		10/01/11 to 10/31/11]			
		Valuation	Fees Paid	Units	Prms	Valuation	Fees Paid	Units	
<b>NEW RES. HOUSEKEEPING - LENOIR COUNTY</b>									
* Single Family Houses Detached ....	101B	2	248,000.00	577.00	2	2	268,000.00	916.00	2
* Single Family Houses Attached ....	102B		.00	.00	0	0	.00	.00	0
* 2 Family Building .....	103B		.00	.00	0	0	.00	.00	0
* 3 and 4 Family Buildings .....	104B		.00	.00	0	0	.00	.00	0
* 5 or More Family Buildings .....	105B		.00	.00	0	0	.00	.00	0
*TOTAL INFORMATION 101-105	109B		.00	.00	0	0	.00	.00	0
<b>NEW RESIDENTIAL NON-HOUSEKEEPING BL:</b>									
* Hotels, Motels & Tourist Cabins ..	213B		.00	.00	0	0	.00	.00	0
* Other Non-Housekeeping Shelter ...	214B		.00	.00	0	0	.00	.00	0

<b>NEW NON-RESIDENTIAL BUILDINGS:</b>										
* Amusement, Social, & Recreational	318B	1	100.00	100.00	1	0	.00	.00	.00	0
* Churches & Other Religious .....	319B		.00	.00	0	0	.00	.00	.00	0
* Industrial .....	320B	2	1,041,500.00	2,704.00	2	0	.00	.00	.00	0
* Parking Garages (Blds & Open Decked)	321B		.00	.00	0	0	.00	.00	.00	0
* Service Stations & Repair Garages	322B		.00	.00	0	0	.00	.00	.00	0
* Hospitals & Institutional .....	323B		.00	.00	0	0	.00	.00	.00	0
* Offices, Banks, & Professional ...	324B		.00	.00	0	0	.00	.00	.00	0
* Public Works & Utilities .....	325B		.00	.00	0	0	.00	.00	.00	0
* Schools & Other Educational .....	326B		.00	.00	0	0	.00	.00	.00	0
* Stores & Customer Services .....	327B	1	187,715.00	100.00	1	0	.00	.00	.00	0
* Other Non-Residential Bldgs .....	328B		.00	.00	0	0	.00	.00	.00	0
* Structures Other than Buildings ...	329B		.00	.00	0	0	.00	.00	.00	0

<b>ADDITIONS, ALTERATIONS, &amp; CONVERSION</b>										
* Residential .....	434B	5	57,000.00	258.00	5	7	119,500.00	415.00	7	
* Non-Residential & Non-Housekeeping	437B		.00	.00	0	1	2,100.00	50.00	1	
* Adds of Res. CP/Garages(Atch/Detc)	438B	3	58,500.00	263.00	3	1	29,000.00	146.00	1	

<b>DEMOLITIONS AND RAZING OF BUILDINGS:</b>										
* Single Family Houses (Atch/Detach)	645B		.00	.00	0	0	.00	.00	.00	0
* 2 Family Buildings .....	646B		.00	.00	0	0	.00	.00	.00	0
* 3 & 4 Family Buildings .....	647B		.00	.00	0	0	.00	.00	.00	0
* 5 or More Family Buildings .....	648B		.00	.00	0	0	.00	.00	.00	0
* All Other Buildings and Structures	649B		.00	.00	0	0	.00	.00	.00	0

<b>TOTALS FOR PERMITS THIS PAGE</b>										
	14		1,592,815.00	4,002.00	14	11	418,600.00	1,527.00	11	

Lenoir County  
 PERIODIC REPORT OF ISSUED PERMITS (GROUPED BY REPORT CODE)

Printed: 11-01-2012

Code	Prms	Valuation	Fees Paid	Units	[Designated period: 10/01/12 to 10/31/12]		[Prior period: 10/01/11 to 10/31/11]		
					Prms	Valuation	Prms	Valuation	Fees Paid
MOBILE/MODULAR OFFICE/CLASSROOM									
*MOBILE OFFICE	740B	.00	.00	0	0	0	.00	.00	0
*MODULAR CLASSROOM	750B	.00	.00	0	0	0	.00	.00	0
*MODULAR OFFICE	730B	.00	.00	0	0	0	.00	.00	0
ELECT./PLUMB/HEAT/A/C/INS/TEMP POLE:									
*ELECTRICAL	800B	44,850.00	3,085.00	54	69	94,973.00	4,268.00	69	
*PLUMBING	810B	32,180.00	1,161.00	21	25	31,662.00	1,554.00	25	
*HEATING/ AIR CONDITIONING	820B	133,350.00	2,082.00	34	31	146,153.00	1,625.00	31	
*INSULATION	830B	6,500.00	150.00	3	2	7,000.00	107.00	2	
*TEMPORARY POLE	840B	.00	.00	0	2	600.00	100.00	2	
RESIDENTIAL ACCESSORY STRUCTURES									
*STORAGE/PORCHES/PATIO/DECKS	900B	.00	.00	0	0	.00	.00	0	
MISCELLANEOUS:									
*CHANGE OF OCCUPANCY	910B	.00	100.00	1	0	.00	.00	0	
*INSPECT DWELLING	920B	.00	.00	0	0	.00	.00	0	
*TENTS	930B	.00	.00	0	0	.00	.00	0	
*SATELLITE DISH	940B	.00	.00	0	0	.00	.00	0	
*AWNING	950B	.00	.00	0	0	.00	.00	0	
*EXTRA INSPECTIONS	960B	4,925.00	475.00	8	6	1,325.00	295.00	6	
*FIRE PROTECTION SPRINKLER SYSTEM	966B	5,000.00	50.00	1	0	.00	.00	0	
*MOVING DWELLING ONLY	970B	.00	.00	0	0	.00	.00	0	
*SIGN	980B	.00	.00	0	0	.00	.00	0	
*FIREWORKS	985B	.00	.00	0	0	.00	.00	0	
*SWIMMING POOL	990B	24,300.00	100.00	1	0	.00	.00	0	
*TANKS	995B	.00	.00	0	0	.00	.00	0	
MOBILE HOMES									
*SINGLE WIDE MOBILE HOME	700B	202,870.00	1,200.00	12	18	143,335.00	1,800.00	18	
*DOUBLE WIDE MOBILE HOME	710B	529,354.00	1,000.00	8	4	137,326.00	500.00	4	
*MODULAR HOME	720B	110,220.00	325.00	1	1	141,000.00	356.00	1	
TOTALS FOR PERMITS ABOVE (incl. pg 1)									
Totals of other permits in the period									
	159	2,686,364.00	13,730.00	158	169	1,121,974.00	12,132.00	169	
TOTAL FOR ALL PERMITS IN THE PERIOD									
	159	2,686,364.00	13,730.00	158	169	1,121,974.00	12,132.00	169	

This Report was printed on Thursday, November 01, 2012

Item Totals for Inspector ID

Lenoir County

GO S	123
GO DR	5
GO VW	1
GO DR	1
GO VW	1
VW S	12
VW S	94
VW S	3
VW S	2

243 Entries for Inspector ID

- S T A T I S T I C A L R E P O R T -

	Inspections				Re-Inspections				Based On #
	INSPECTIONS	PASSED	CORRECTIONS	RE-INSPECTIONS	PASSED	CORRECTIONS	RE-INSPECTIONS	REQUIRED	
243	203	166	37	40	37	3		38	
%INSPECTIONS	%PASSED	%CORRECTIONS	%RE-INSPECTIONS	%PASSED	%CORRECTIONS	%RE-INSPECTIONS	REQUIRED		
	84	82	18	16	92	8		16	

## MINUTES

### LENOIR COUNTY BOARD OF COMMISSIONERS

November 5, 2012

The Lenoir County Board of Commissioners met in open session at 9:00 a.m. on Monday, November 5, 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, Clevette Roberts, Interim Clerk to the Board, and members of the general public and news media.

Chairman Graham called the meeting to order at approximately 9:08 a.m. Ms. Brown offered the invocation and Mr. Graham led the audience in the pledge of allegiance.

#### PUBLIC INFORMATION

Jane Phillips, President of the Historical Preservation Group, addressed the Board about Kinston's 250<sup>th</sup> Anniversary. Ms. Phillips stated Kinston's 250<sup>th</sup> Anniversary Celebration was held November 2-5, 2012. Ms. Phillips stated Dr. W. Keats Sparrow was inducted posthumously into the Historical Preservation Hall of Heroes, for his outstanding contributions to the preservation of history through the years. Ms. Phillips stated the Old Dobbs County Tartan Project was the last project Dr. W. Keats Sparrow worked on in conjunction with the Lenoir County Colonial Commission. Ms. Phillips stated the Lenoir County Colonial Commission is under the auspices of the Historical Preservation Group. Ms. Phillips stated Lenoir County was once a part of the Old Dobbs County Tartan Project. The tartan represents the Scottish-Irish Heritage of the earlier settlers in Lenoir County. Ms. Jo Ann Huettl, Treasurer of the Historical Preservation Group, stated it was an honor and a privilege to present to the Lenoir County Board of Commissioners, the Tartan for the County of Dobbs which is now called Lenoir County. Ms. Huettl stated the tartan is derived from the Ulster Tartan of the Royal Governor Arthur Dobbs. The tartan has both Scottish and Irish associations based on the names of earlier settlers of Dobbs County. These names include; the Gordon family, Kilpatrick's, McClain's, McLewan's, Skeen's and the Heritage family. Ms. Huettl stated the tartan was designed to help Kinston and Lenoir County understand and regain their 18<sup>th</sup> Century Heritage. The Scottish Tartan was created in Franklin, North Carolina, however, the tartan originated in Scotland. Ms. Phillips stated on Sunday, November 4, 2012, Dr. Lonnie Blizzard was inducted into the Historical Preservation Hall of Heroes during a ceremony conducted at the Kinston Battlefield War Site, for his outstanding contributions to preservation of the Lenoir County Civil War Battlefield.

Mr. Pharo commended the Historical Preservation Group on a job well done. Ms. Brown commended Georgia K. Battle Friendship Club and Fairfield Senior Club on a job well done on Kinston's 250<sup>th</sup> Birthday Cake. Mr. Graham discussed Kinston's growth and how 250 years ago the streets were unpaved, there were fields of cotton or tobacco and there were no telephones or televisions. Mr. Graham stated Kinston has come a long way and there is a lot to be thankful for.

Sheriff Billy Smith stated they are getting closer to opening the new jail. Mr. Smith stated they are using Federal Asset Forfeiture Funds. Mr. Smith stated the Federal Asset Forfeiture Funds are equitably shared funds that shall be used by law enforcement agencies for law enforcement purposes only. Mr. Smith stated the funds are subject to laws, rules, regulations, and orders of the state or local jurisdiction governing the use of public funds available for law enforcement purposes. Mr. Smith stated that most of the Federal Asset Forfeiture Funds have been utilized. Mr. Rouse inquired what was the current balance of Federal Asset Forfeiture Funds? Mr. Smith stated the beginning balance was about \$170,000 and most of that amount has been utilized. Mr. Graham commended the Sheriff's Department for their professionalism and dedicated service to the citizens of Lenoir County.

Mark Pope, Economic Development Director, addressed the Board about the NC Department of Commerce Newsletter. Mr. Pope stated on October 18, 2012, Area Development Magazine released its Fall 2012 Top States for Business Survey results based on responses from location consultants who work with national client bases. Each consultant was asked to list their top five choices in 14 areas of site selection. Overall, North Carolina ranked 5<sup>th</sup>, rising from 7<sup>th</sup> in last year's study. In the critical component of overall labor climate, North Carolina ranked 2<sup>nd</sup> in a tie with neighboring South Carolina. Among the 14 selection factors for which feedback was solicited, North Carolina ranked in the top five states in 10 factors. In addition to the labor climate factor, North Carolina also ranked 2<sup>nd</sup> for certified sites and shovel-ready programs and 3<sup>rd</sup> in leading the economic recovery. The State also ranked 3<sup>rd</sup> for availability of skilled labor. Mr. Pope informed the Board about the complete list of the top-five site selection factors for North Carolina. Mr. Pope stated the State of North Carolina ranked 2<sup>nd</sup> for overall labor climate and certified sites or shovel-ready programs (tied with South Carolina). The State of North Carolina ranked 3<sup>rd</sup> for availability of skilled labor (tied with California) and 3<sup>rd</sup> for access to capital and funding and leading the economic recovery (tied with Indiana). Mr. Pope stated the State ranked 4<sup>th</sup> leading workforce development programs (tied with Alabama) and competitive utility rates (tied with Oregon). The State ranked 5<sup>th</sup> for the cost of doing business (tied with Indiana & Mississippi), and 5<sup>th</sup> for competitive labor costs (tied with Indiana & Mississippi). Mr. Pope stated the State of North Carolina ranked 5<sup>th</sup> for overall business environment (tied with Indiana & Mississippi). Mr. Pope stated on November 1, 2012, Governor Bev Perdue announced that North Carolina ranked as the nation's "Top Business Climate," according to Site Selection Magazine. It is the 10<sup>th</sup> time in the last 12 years the state has taken the top honor in the annual ranking by Site Selection, one of the nation's premier economic development magazines. Mr. Pope stated Lynn Minges, Assistant Secretary of Tourism, Marketing and Global Branding in the North Carolina Department of Commerce, was honored as Career Woman of the Year from the Business and Professional Women in Raleigh, North Carolina. Mr. Pope stated Lynn Minges has stepped down from her position as the Assistant Secretary of Tourism, Marketing and Global Branding in the North Carolina Department of Commerce.

Mr. Pope stated Lynn Minges has accepted another position as President & Chief Executive Officer of North Carolina's Restaurant & Lodging Association. Mr. Pope expressed his concerns about the missing student in Germany and stated his thoughts and prayers are with her parents. Mr. Davis inquired about the opening date of Veteran's Nursing Home? Mr. Pope stated that the Veteran's Nursing Home employment opportunities are available online at [www.uhs-pruitt.com](http://www.uhs-pruitt.com), however, an opening date has not been set.

Mr. Tommy Hollowell, Assistant County Manager, stated the jail construction is moving forward. Mr. Hollowell stated several of the primes have received their final inspections. Mr. Hollowell stated on Friday, November 2, 2012, the Construction Manager met with the Fire Marshall regarding the primes involved with the fire alarm system. Mr. Hollowell stated the fire alarm system is scheduled to be tested on Thursday, November 8, 2012. Mr. Hollowell stated once the tests are completed and if the fire alarm system passes, the sheriff may begin moving furniture and their employees into offices within the jail. Mr. Hollowell stated the jail may receive a temporary Certificate of Occupancy, however, they cannot move prisoners in the jail. They may begin utilizing the kitchen as practice by preparing meals for prisoners in the old jail. Mr. Rouse inquired about the projected completion date of the jail? Mr. Hollowell stated once the jail receives the temporary Certificate of Occupancy, the State will be contacted to inspect the jail and once the inspection is approved a date will be set to open the jail.

#### **ITEMS FROM THE CHAIRMAN/COMMISSIONERS**

Ms. Sutton stated she was asked to serve on the Patient & County Advisory Council for Lenoir Memorial Hospital. Ms. Sutton stated the Patient & County Advisory Council is working together to better serve the citizens of Lenoir County from a health aspect. Ms. Sutton stated Lenoir Memorial Hospital is working collaboratively with Vidant Medical Center to provide cardiac stenting, cardiac intervention, and transport procedures. The Patient & County Advisory Council is currently marketing a campaign to introduce the new services Lenoir Memorial Hospital will be providing. Ms. Sutton stated Lenoir Memorial Hospital will have an open house for their new Sleep Lab on December 4, 2012. Ms. Sutton stated Joe Clay Jones is the Chairman of the Patient & County Advisory Council. Ms. Sutton stated Deidra Houston is the Emergency Department's Patient Representative for Lenoir Memorial Hospital. Ms. Sutton stated 15% of the Lenoir Memorial Hospital's staff has been employed for nearly 25-40 years. Ms. Sutton stated Scotty Hill who retired from the Kinston Police Department, is now the Chief of Safety & Security at Lenoir Memorial Hospital. Mr. Pharo stated Lenoir Memorial Hospital works diligently and constantly to improve the quality of their services. Mr. Davis commended Mr. Pharo for his dedication and service on Lenoir Memorial Hospital Advisory Board.

Mr. Daughety inquired about the Christmas Party for the Board? Mr. Graham suggested the Board attend Ribeye's or Jeffrey' Restaurant for the Christmas Party. Mr. Jarman stated the Board of Commissioners Christmas Party is usually held on the 3<sup>rd</sup> Monday in December. Mr. Jarman asked the Board to contact Clevette Roberts, once a decision has been made regarding the location and date of the party and she will make the arrangements. Mr. Jarman stated the County Commissioners Employee Appreciation Luncheon will be held on Friday, December 14, 2012 at King's Restaurant.

Mr. Pharo stated it has been an honor to serve as a Board of Commissioner.

Mr. Daughety encouraged all citizens to vote.

### **ITEMS FROM THE COUNTY MANAGER**

Mr. Jarman addressed the Board about the bid on property at 516 Cotton Lane, Kinston, NC, for \$500. Mr. Jarman stated there was a previous bid on the property, however, the bidder was not able to secure funding for the property. Mr. Jarman asked the Board to decline the bid, in an effort to receive a better offer. Upon a motion by Mr. Daughety and a second by Ms. Brown, the bid of \$500 was declined with unanimous approval.

Mr., Jarman stated it was discussed in closed session about whether or not to bid on the property located at 103 McLewan Street, Kinston, NC. Mr. Jarman stated the property was sold on Monday, October 29, 2012 at the Courthouse. Mr. Jarman stated there were no other bidders other than Lenoir County. The minimum bid was \$33,225. The County was the low bidder with the amount of \$33,225 to purchase the property. Mr. Jarman stated it may be 180 days before the County receives a clear title or deed to the property, unless the current property owner (prior to the sale) is willing to sign a quitclaim deed. Ms. Sutton inquired if the funds used were budgeted to acquire land? Mr. Jarman stated \$180,000 is budgeted in County savings designated for the purpose of purchasing property near the Courthouse. Mr. Bob Griffin, County Attorney, stated it was mentioned in closed session that there are a couple of liens on the property that will come ahead of the IRS, which the County may or may not have to pay. Mr. Griffin stated at this time, the only obligation would be the bid amount of \$33,225. Mr. Griffin stated the liens on the property are approximately \$40,000. Mr. Griffin stated the obligation for the property may be a total of \$80,000 or it may remain the bid amount of \$33,225. Mr. Graham said he believes the property will be a great asset to the County. Mr. Jarman stated the new jail facility has intake, booking, laundry and kitchen that serve up to 500 inmates. The new jail facility contains 192 beds and the current jail has a capacity of 121. Mr. Jarman stated the property is located where dormitory beds could be constructed if needed.

### **CONSENT AGENDA: 10Min.**

### **ACTION**

3. Approval of Minutes: Regular Board Meeting: October 15, 2012 Roberts/ Jarman. Upon a motion by Ms. Brown and a second by Mr. Daughety, Item No. 3 was unanimously approved.

Item No. 4 was a Resolution Approving the Releases and Refunds to the Individuals Listed Herein. The releases and refunds result from listing and assessing due to incorrect and incomplete information. Upon a motion by Ms. Brown and a second by Mr. Daughety, Item No. 4 was unanimously approved.

Item No. 5 was a Budget Ordinance Amendment: Finance/Sheriff Department: \$1,310: Increase. The budget amendment was to budget insurance proceeds received from Argonaut Great Central Insurance Company on October 31, 2012 in the amount of \$1,309.33 for an accident that occurred on October 19, 2012. Upon a motion by Ms. Brown and a second by Mr. Daughety, Item No. 5 was unanimously approved.

## **BUDGET ORDINANCES/RESOLUTIONS**

Item No. 6 was a Budget Ordinance Amendment: General Fund: Emergency Services: \$3,385: Increase. Mr. Tommy Hollowell, Assistant County Manager, stated the budget amendment was to budget insurance proceeds received from VFIS Insurance Company on October 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 October 6, 2012. Upon a motion by Mr. Davis and a second Ms. Sutton, Item No. 6 was unanimously approved.

Item No. 7 was a Budget Ordinance Amendment: DSS: \$16,644: Increase. Ms. Susan Moore, Department of Social Services Director stated the budget amendment was to cover the increased allocation received this year. Ms. Moore stated funds are 100% Federal and are at no cost to the County. Ms. Moore stated this program will aid the elderly in meeting their heating costs. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 7 was unanimously approved.

Item No. 8A was a 2011 Community Development Block Grant Project: Budget Ordinance: \$530,000: Increase. Mr. David Harris of RSM Harris Associates, stated 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. Mr. Harris stated 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. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 8A was unanimously approved.

Item No. 8B was a Budget Ordinance Amendment: Community Development Block Grant Fund: 2011 CDBG Catalyst Grant#11-C-2375: \$555,000: Increase. Mr. Harris stated budget amendment was to set up and appropriate funds for the 2011 Community Development Block Grant-Catalyst Project that was awarded to the County on October 12, 2012. Mr. Harris stated the Board approved the local match of \$25,000 on April 16, 2012 per Item No. 6A. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 8B was unanimously approved.

Item No. 8C was a Resolution by the Board of Commissioners of the County of Lenoir Authorizing Execution of CDBG Documents. Mr. Harris stated the County of Lenoir has the need for neighborhood revitalization improvements within many areas of the County. Mr. Harris stated the County of Lenoir has applied for funding from the State of North Carolina under the Small Cities Community Development Block Grant Program. Mr. Harris stated the County of Lenoir expects to receive a \$500,000 grant under the Small Cities Community Development Block Grant Program: NC Catalyst Grant Category. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 8C was unanimously approved.

Item No. 8D was a Resolution Financial Management Community Development Block Grant: Catalyst Grant.

Mr. Harris stated the County of Lenoir expects to receive a 2011 Community Development Block Grant: NC Catalyst Category in the amount of \$500,000. Mr. Harris stated 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. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 8D was unanimously approved.

Item No. 9 was a Resolution Approving Purchase of Window Tinting for the Jail: \$3,777.25. Mr. Chris Hill, Chief Deputy, stated the new jail is almost complete. Mr. Hill stated 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 of the jail project. Upon a motion by Mr. Pharo and a second by Ms. Brown, Item No. 9 was unanimously approved.

Item No. 10 was a Resolution Approving Purchase of Training for K9 Handler: \$4,000. Mr. Hill stated the Lenoir County Sheriff's Office currently utilizes several canines to carry out law enforcement functions such as narcotics detection, evidence retrieval, and officer protection. Mr. Hill stated the 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. Upon a motion by Ms. Brown and a second by Mr. Daughety, Item No. 10 was unanimously approved.

Item No. 11 was a Resolution Approving Purchase of Furniture for the Jail: \$20,171.87. Mr. Hill stated 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. Mr. Rouse inquired about the dollar amount requested to purchase the furniture for the jail and if the requested amount is within the formal bid threshold? Mr. Jarman stated the dollar amount is below the threshold and the amount of the threshold is \$90,000. Upon a motion by Pharo and a second by Mr. Daughety, Item No. 11 was unanimously approved.

Item No. 12 was a Resolution Approving Purchase of a LiveScan Fingerprint Machine: \$32,839. Mr. Hill stated the Lenoir County Sheriff's Office currently utilizes a LiveScan Fingerprint Machine which is located in the Detective Division. Mr. Hill stated 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. Mr. Hill stated 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, who are required to be fingerprinted 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. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 12 was unanimously approved.

**APPOINTMENTS**

Item No. 13 was a Resolution Approving Citizens to Boards, Commissions, Etc. There were no appointments at this time.

<u>BOARD/COMMITTEE/COMMISSION</u>	<u>APPLICANT/CURRENT MEMBER</u>	<u>TERM EXPIRATION</u>

Mr. Graham adjourned the meeting at 9:55p.m.

Respectfully submitted,

Reviewed By

  
Clevette F. Roberts  
Interim Clerk to the Board

  
Michael W. Jarman  
County Manager



**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	
<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>REVENUES</b>			<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>EXPENDITURES</b>		
Account # and Title		Amount	Account # and Title		Amount
<u>INCREASE</u>			<u>INCREASE</u>		
10-3842-8500	INSURANCE-MISCELLANEOUS	1,561.00	10-4310-3530	VEHICLES REPAIR/MAINTENANCE	1,561.00
Total		1,561.00	Total		1,561.00

**Reason and Justification for Request:**  
 TO BUDGET INSURANCE PROCEEDS RECEIVED FROM ARGONAUT GREAT CENTRAL INSURANCE COMPANY ON 11/06/2012 IN THE AMOUNT OF \$1,560.97. THIS IS PAYMENT FOR DAMAGES RECEIVED TO A SHERIFF'S VEHICLE ON OCTOBER 20, 2012 AS A RESULT OF AN ACCIDENT INVOLVING A DEER.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Martha H. Martin</i>	11/13/2012	<i>Martha H. Martin</i>	11/13/2012

Budget Officer Approval	Date
<i>Michael G. Jarm</i>	11/13/12

Board Approval (When Applicable)	Date	Date of Minutes
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**INTRODUCED BY:** Michael W. Jarman, County Manager **DATE:** 11/19/12 **ITEM NO.:**     

**RESOLUTION:** Approving “Records Retention and Disposition Schedule” for the Register of Deeds

**SUBJECT AREA:** Administrative

**ACTION REQUESTED:** The Board is requested to approve a “Records Retention and Disposition Schedule” for the Register of Deeds Office.

**HISTORY/BACKGROUND:** The State Archives of North Carolina is the division of the North Carolina Department of Cultural Resources charged with administering a records management program. A schedule is sent to each Register of Deeds Office in the State of North Carolina which contains guidelines as to how long records are to be kept in the office of the Register of Deeds. The Register of Deeds Office falls under the Public Records Law, therefore only a few records are ever destroyed.

**EVALUATION:** The current “Records Retention and Disposition Schedule” needs to be approved in order to meet the requirements of record retention in the Register of Deeds office.

**MANAGER'S RECOMMENDATION:**

Respectfully recommend approval.



**RESOLUTION: NOW THEREFORE, BE IT RESOLVED** by the Lenoir County Board of Commissioners that: The County adopt the current "Records Retention and Disposition Schedule" as directed by the North Carolina Department of Cultural Resources, Division of Archives and Records, which is incorporated and made part of this resolution by reference.

**AMENDMENTS:**

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

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

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

Pharo \_\_\_\_\_ Rouse \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
George W. Graham, Jr., Chairman     11/19/12  
DATE

\_\_\_\_\_  
ATTEST                     11/19/12  
DATE

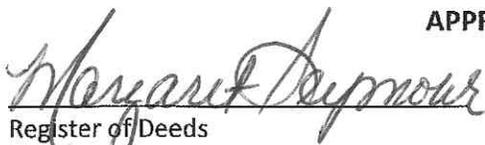
**Register of Deeds  
Records Retention and Disposition Schedule**

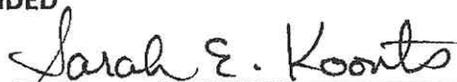
The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provision of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule are not authorized to be destroyed.**

This local government agency and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow these records to be destroyed when "*administrative value ends.*" The local government agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "*destroy when administrative value ends.*" If an office does not establish internal policies and retention periods, the office is not complying with the provisions of this retention schedule and is not authorized by the Department of Cultural Resources to destroy the records with the disposition instruction "*destroy when administrative value ends.*"

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

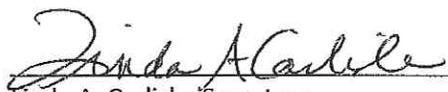
**APPROVAL RECOMMENDED**

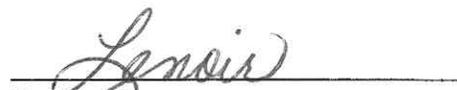
  
\_\_\_\_\_  
Register of Deeds

  
\_\_\_\_\_  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Chairman  
Board of County Commissioners

  
\_\_\_\_\_  
Linda A. Carlisle, Secretary  
Department of Cultural Resources

  
\_\_\_\_\_  
Name of County

October 10, 2012

**INTRODUCED BY:** Michael W. Jarman, County Manager **DATE:** 11/19/12 **ITEM NO.:** \_\_\_\_\_

**RESOLUTION:** Approving of a Proposal for Advertising by the Kinston Community Health Center on One (1) Lenoir County Transit Vehicle and the Execution of a Contract for that purpose.

**SUBJECT AREA:** Administrative

**ACTION REQUESTED:** Approve the following advertisement by the Kinston Community Health Center on one (1) Lenoir County Transit Vehicle for a 6 month period.

**History/Background:** As of July 1, 2007, Lenoir County Transportation has chosen to market advertisements on transit vans and allocated revenues to the transit system.

**EVALUATION:** The Kinston Community Health Center provides quality health care services in the areas of dental, OBGYN, and family medical services to all citizens of Lenoir County. These services should be promoted in our County. Also based on a \$125/mo. per advertisement charge, the following revenue anticipated for a six-month advertisement period is \$521.01.

$\$125/\text{mo.} \times 1 \text{ advertisement on } 1 \text{ vehicle} \times 6 \text{ mos. Minus } \$228.99 \text{ (1 time cost for sign and installation by Right-On-Signs – Kinston)} = \$521.01$

**Total County Revenue = \$521.01**

**MANAGER'S RECOMMENDATION:**

Respectfully Recommend Approval

  
INITIALS

**RESOLUTION: NOW THEREFORE BE IT RESOLVED** by the Lenoir County Board of Commissioners that the advertisement by the Kinston Community Health Center on one (1) Lenoir County Transit vehicle for a six (6) month period is approved.

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_

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

YEA VOTES: Graham \_\_\_\_\_ Brown \_\_\_\_\_ Davis \_\_\_\_\_ Pharo \_\_\_\_\_  
Sutton \_\_\_\_\_ Daughety \_\_\_\_\_ Rouse \_\_\_\_\_

\_\_\_\_\_  
George W. Graham, Jr., Chairman      11/19/12  
Date

\_\_\_\_\_  
ATTEST      11/19/12  
Date

# **RIGHT-ON SIGNS & DESIGNS**

**Estimate from Right-On Signs #1788**

**10/17/2012**

**Prepared For:**

Lenoir County Transit  
Kinston, N.C. 28502

**Prepared By:**

Tina Terry  
Right-On Signs  
2045 Hwy 258 South  
Kinston, NC 28504  
USA

Phone: 559-6457                      Fax: 559-6458  
Alt. Phone:  
E-Mail: spowell@co.lenoir.nc.us

Phone: 2525233638                      Fax: 2525272944  
Alt. Phone:  
E-Mail: tina@rightonsigns.com

**Description:**

van add

**Estimated time for production:** 10 working days

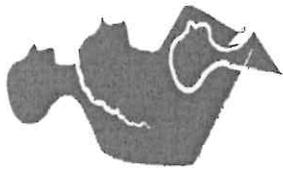
Quantity	Description	Each	Total	Taxable
1	1- 20" x 120" printed add with laminate	139.5062	\$139.51	✓
1	Installation (Hours)	75.00	\$75.00	✓
			Subtotal	
			NC Sales Tax	
			<b>Total</b>	<b>\$228.99</b>

**Terms:**

This estimate good for 30 days. 50% deposit due on signing, 50% due on delivery. Visa/MC accepted.

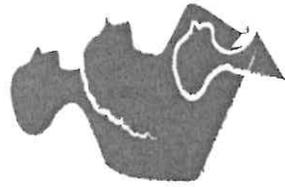
By my signature, I authorize work to begin and agree to pay the above amount in full according to the terms on this agreement.

Signed by	Date	Amt. Paid Today
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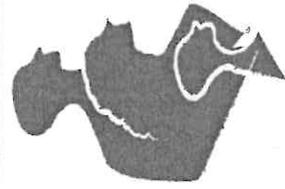


**KINSTON COMMUNITY  
HEALTH CENTER, INC.**  
H♥pe For Equal Access

Family Medicine, OB-GYN & Dental  
(252) 522-9800  
[www.kinstonhealth.org](http://www.kinstonhealth.org)



**KINSTON COMMUNITY  
HEALTH CENTER, INC.**  
H♥pe For Equal Access



**KINSTON COMMUNITY  
HEALTH CENTER, INC.**

**INTRODUCED BY:** Michael W. Jarman, County Manager **DATE** 11/19/12 **ITEM NO.:** \_\_\_\_\_

**RESOLUTION:** Authorizing the Purchase of Toner Cartridges for Precincts and One Stop Sites at a Cost not to Exceed \$2,924.10.

**SUBJECT AREA:** Purchases/Bids

**ACTION REQUESTED:** The Board is requested to authorize the purchase of 38 toner cartridges for printers at the 22 voting precincts and 4 One Stop Sites.

**HISTORY/BACKGROUND:** With the purchase of printers at each polling site the cartridges are needed for the printers to print the forms for the voters that actually go to the polls to vote. The process at the precincts makes it faster for the voter to vote. The MIS Department orders the toner cartridges for us at the best price they have available to them.

**EVALUATION:** Board of Elections is able to provide a more cost efficient and time saving process for the voters of Lenoir County with the aid of the printers at each precinct and One Stop Site and the toner cartridges are needed to keep this process going.

**MANAGER'S RECOMMENDATION:**

Respectfully Request Approval.

*MW*  
Initials

**RESOLUTION: NOW THEREFORE BE IT RESOLVED** by the Lenoir County Board of Commissioners that Board of Elections be authorized to purchase toner cartridges at a cost not to exceed \$2,924.10

**AMENDMENTS:**

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

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

YEA VOTES: Graham \_\_\_\_\_ Davis \_\_\_\_\_ Brown \_\_\_\_\_ Daughety \_\_\_\_\_  
Pharo \_\_\_\_\_ Rouse \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
George W. Graham, Jr. Chairman      11/19/12  
Date

\_\_\_\_\_  
ATTEST                      11/19/12  
Date

**INTRODUCED BY:** Michael W. Jarman, County Manager **DATE:** 11/19/12 **ITEM NO.:** \_\_\_\_

**RESOLUTION:** Approving 2013 County Holidays

**SUBJECT AREA:** Administrative

**ACTION REQUESTED:** Formally Approve dates of County Holidays.

**HISTORY / BACKGROUND:** It is good personnel management practice to officially adopt an annual calendar of County Holidays in order to reduce ad hoc questions (when holidays arise) and in order to better schedule completing tasks and managing work load.

**EVALUATION:** As per policy and practice, the County Holidays are patterned after the schedule adopted by the State of North Carolina.

**MANAGER'S RECOMMENDATION:**

Respectfully Request Approval.

  
Initials

**RESOLUTION: NOW THEREFORE BE IT RESOLVED** by the Lenoir County Board of Commissioners that the attached 2013 Schedule of County Holidays, herein incorporated into this resolution by reference, is approved.

**AMENDMENTS:**

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

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

YEA VOTES: Graham \_\_\_\_\_ Brown \_\_\_\_\_ Davis \_\_\_\_\_ Pharo \_\_\_\_\_  
Sutton \_\_\_\_\_ Daughety \_\_\_\_\_ Rouse \_\_\_\_\_

\_\_\_\_\_  
George W. Graham Jr., Chairman

11/19/12  
Date

\_\_\_\_\_  
ATTEST

11/19/12  
Date

# LENOIR COUNTY GOVERNMENT

## 2013 HOLIDAY SCHEDULE



<u>Holiday</u>	<u>Observance Date(s)</u>	<u>Day(s) Scheduled Off Work</u>
New Year's Day	January 1, 2013	Tuesday
Martin Luther King, Jr.'s Birthday	January 21, 2013	Monday
Good Friday/Easter Holiday	March 29, 2013	Friday
Memorial Day	May 27, 2013	Monday
Independence Day	July 4, 2013	Thursday
Labor Day	September 2, 2013	Monday
Veteran's Day	November 11, 2013	Monday
Thanksgiving/Holidays	November 28, & 29, 2013	Thursday & Friday
Christmas/Holidays	December 24, 25, & 26, 2013	Tuesday, Wednesday, Thursday

**INTRODUCED BY:** Michael W. Jarman, County Manager **DATE:** 11/19/12 **ITEM NO.:** \_\_\_\_\_

**RESOLUTION:** Approving 2013 Calendar of Board Meeting Dates and Times

**SUBJECT AREA:** Administrative

**ACTION REQUESTED:** Formally approve all meeting dates and times of the Lenoir County Board of Commissioners.

**HISTORY / BACKGROUND:** It is good practice to officially adopt an annual calendar. This calendar can then be published as well as sent to all news media.

**EVALUATION:** The Clerk to the Board is responsible for maintaining this calendar so that citizens and staff have proper advance notice of times, days and dates of meetings. Commissioners can modify the calendar if situations or emergencies warrant it to be changed. Historically, the Board meets only once during the months of July and December.

**MANAGER'S RECOMMENDATION:**

Respectfully recommend approval.

  
Initials

**RESOLUTION: NOW THEREFORE BE IT RESOLVED** by the Lenoir County Board of Commissioners that the attached 2013 calendar of Board meeting dates and times, herein incorporated into this resolution by reference, is approved.

**AMENDMENTS:**

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

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

YEA VOTES: Graham \_\_\_\_\_ Brown \_\_\_\_\_ Davis \_\_\_\_\_ Pharo \_\_\_\_\_  
Sutton \_\_\_\_\_ Daughety \_\_\_\_\_ Rouse \_\_\_\_\_

\_\_\_\_\_  
George W. Graham Jr., Chairman

11/19/12  
Date

\_\_\_\_\_  
ATTEST

11/19/12  
Date

## 2013 CALENDAR

### REGULAR MEETINGS

#### LENOIR COUNTY BOARD OF COMMISSIONERS

DAY	DATE	TIME
Wednesday	January 2	9:00 a.m.
Monday	January 14	4:00 p.m.
Monday	February 4	9:00 a.m.
Monday	February 18	4:00 p.m.
Monday	March 4	9:00 a.m.
Monday	March 18	4:00 p.m.
Monday	April 1	9:00 a.m.
Monday	April 15	4:00 p.m.
Monday	May 6	9:00 a.m.
Monday	May 20	4:00 p.m.
Monday	June 3	9:00 a.m.
Monday	June 17	4:00 p.m.
Monday	July 15	4:00 p.m.
Monday	August 5	9:00 a.m.
Monday	August 19	4:00 p.m.
Tuesday	September 3	9:00 a.m.
Monday	September 16	4:00 p.m.
Monday	October 7	9:00 a.m.
Monday	October 21	4:00 p.m.
Monday	November 4	9:00 a.m.
Monday	November 18	4:00 p.m.
Monday	December 2	9:00 a.m.

All meetings held in the First Floor Main Meeting Room of the Lenoir County Board of Commissioners, Lenoir County Courthouse, 130 South Queen Street, Kinston, North Carolina, unless modified and the media notified. The above-referenced calendar of regular meetings was unanimously adopted by the Lenoir County Board of Commissioners on November 19, 2012.

Michael W. Jarman  
County Manager

**RESOLUTION BY THE BOARD OF COMMISSIONERS  
OF THE COUNTY OF LENOIR  
SELECTING CDBG PROJECT ADMINISTRATOR**

**WHEREAS**, the County of Lenoir has applied for funds under the 2011 CDBG NC Catalyst Program;  
and

**WHEREAS**, the County of Lenoir has received notification from the North Carolina Division of  
Community Assistance that the County will receive a 2011 CDBG NC Catalyst Program  
grant; and

**WHEREAS**, the County of Lenoir has procured professional management services in accordance with  
all applicable Federal, State, and local requirements; and

**WHEREAS**, the County of Lenoir has received proposals from at least two qualified firms to provide  
professional management services,

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

**THAT**, the County hereby selects RSM Harris Associates, Inc. to provide complete program  
management services as outlined in their proposal (including administrative and technical  
housing services) for a lump-sum fee of \$78,000.00; and

**THAT**, Michael W. Jarman, County Manager, is hereby authorized to execute a professional services  
contract between the County of Lenoir and RSM Harris Associates, Inc. upon receipt and  
execution of the Grant Agreement and Funding Approval and adoption of a Grant Project  
Ordinance. The provision of professional management services is subject to satisfaction of  
all grant conditions and release of funds conditions. No funds will be obligated until the  
applicable funding conditions have been satisfied.

*Adopted this 19<sup>th</sup> day of November, 2012 at Kinston, Lenoir County, North Carolina*

---

Clevette Roberts

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Clerk to the Board of Commissioners  
Title

## County of Lenoir

### Board of Commissioners

George W. Graham, Jr., Chairman  
Reuben J. Davis, Vice-Chairman  
Jackie Brown  
Mac Daughety  
Thomas A. Pharo  
Eric Rouse  
Linda Rouse Sutton



Lenoir County Courthouse  
Post Office Box 3289  
130 South Queen Street  
Kinston, NC 28502

Telephone: (252) 559-6450  
Fax: (252) 559-6454

Michael W. Jarman, County Manager  
Thomas L. Hollowell, Asst. Cnty Manager  
Clevette Roberts, Interim Clerk to the Board

### MEMORANDUM

**TO:** Procurement File for Administrative Services

**FROM:** Michael W. Jarman, County Manager 

**SUBJECT:** County of Lenoir 2011 CDBG NC Catalyst Program  
Request for Proposals for Administrative Services

**DATE:** November 13, 2012

On October 24, 2012, Request for Proposals were forwarded to the following firms believed to be interested in providing administrative services for the 2011 CDBG NC Catalyst Project:

1. The Adams Company – Warsaw, NC
2. CMR Services - Kannapolis, NC
3. RSM Harris Associates, Inc. - Goldsboro, NC
4. AECOM – Raleigh, NC
5. Parker & Associates, Inc. – Jacksonville, NC
6. Ken Weeden and Associates – Wilmington, NC
7. Skip Green and Associates – Raleigh, NC
8. Progressive Resources – Roanoke Rapids, NC
9. Green Engineering – Wilson, NC

The Request for Proposals for Administrative Services was publicized through a public notice that was published on October 26, 2012 as a two-column display advertisement in the non-legal section of the Kinston Free Press, a newspaper having regional circulation in the area. As of the deadline for receipt of proposals, November 9, 2012 at 2:00 p.m., the following firms had responded:

1. RSM Harris Associates, Inc. – Goldsboro. NC
2. The Adams Company – Warsaw, NC

A review of the responses is as follows:

1. **RSM Harris Associates, Inc.** presented a very detailed proposal that specifically addressed the important factors to be considered in the selection of a firm as outlined in the RFP. The firm has excellent general qualifications and competence based upon reputation and proposal information. They have extensive prior CDBG experience and have intimate knowledge of the County's CDBG Program including the preparation of CDBG-CN applications in 1995, 1997, 2003, 2005, 2006, and 2009; CDBG-ED applications in 1991, 2000 and 2009; CDBG-UN applications in 1997 and 1999 and CDBG-SS Applications in 2003, 2006, 2009 and 2012. Due to their office location in Goldsboro, the team of staff members is readily available to the County and is less than 30 minutes away. Their hourly rates were less than the other firm and included all expenses. Their not-to-exceed price of \$78,000 was the lowest of the firms submitting proposals. They have successfully administered numerous other CDBG Programs in eastern North Carolina. Based upon the selection factors as outlined in the RFP, RSM Harris

Associates is well qualified and meets or exceeds the criteria required to successfully complete the County's 2011 CDBG NC Catalyst Program.

2. **The Adams Company** submitted a proposal with limited detail and listed previous projects. The firm has limited CDBG experience, but one staff member has several years of experience and appears to be qualified. The firm is approximately 60 minutes away and has not worked for the County before. The hourly rates were the highest and their proposed not-to-exceed fee of \$97,500 was the also the highest proposal.

In summary, it is my recommendation to the County Board that RSM Harris Associates, Inc. be selected to provide administration services for the 2011 CDBG NC Catalyst Program and that the County enter into negotiations with the firm for their services. Upon completion of satisfactory negotiations, it is recommended that the County enter into an Agreement with Harris Associates for the provision of administrative services subject to all grant conditions and release of funds provisions being satisfied.

Reasons for the selection of RSM Harris Associates, Inc. include the following:

1. General Qualifications and Competence  
Harris Associates proposed a "team approach" to administering the CDBG Program. The team is composed of competent and experienced individuals who are experts in the CDBG field. Program management will be handled by the President of the firm that specializes in community development program administration. The firm has adequate qualified personnel to accomplish the scope of services required. The qualifications, experience, and technical competence of the firm is excellent.
2. Familiarity and Understanding of the County's CDBG Program  
Harris Associates has worked with the County for over 20 years in the preparation of CDBG applications in 1991, 1995, 1997, 1999, 2000, 2003, 2006, 2009, 2011 and 2012 including the preparation of the County's 2011 CDBG NC Catalyst application that was successfully funded. The firm demonstrated a broad understanding of the County's and families' needs and developed a personal knowledge of the families and individuals affected by the Program. The firm has completed administration of previous CDBG Programs in Dover, Cove City, Trenton, Maysville, Fremont, Mount Olive, Onslow County, Wayne County, Jones County and other communities in eastern North Carolina.
3. Prior CDBG Experience  
Harris Associates has been established for over twenty-seven years and is well respected for providing similar services in administration of other CDBG Programs and numerous other State and Federal grant programs. Based upon the track record of Harris Associates with respect to other CDBG projects completed and under contract, they obviously possess a firm knowledge and have an excellent reputation in the CDBG field. They have demonstrated an ability to prepare successful CDBG applications over a long period of time and in being funded nearly every year.
4. Previous Experience with the County  
Harris Associates submitted applications in 1991, 1995, 1997, 1999, 2000, 2003, 2005, 2006, 2009 and 2012 and including the 2011 CDBG NC Catalyst application that was funded. The firm has also successfully administered these same CDBG Projects.
5. Availability of the Firm to the County  
The Firm's proposal indicated an extremely high degree of participation by project staff in the program's administration. The staff members are to be actively involved and directly responsible for carrying out all aspects of the project's activities. Harris Associates is less than 30 minutes away and will be in the County on a regular ongoing basis to deal with complaints and unforeseen problems that may develop during the program. Both the Project

Manager and Housing Rehabilitation/Relocation Specialist live in Lenoir County and are only minutes from any job site.

6. Capability to Perform Services within Time and Financial Constraints

Harris Associates provided a detailed technical approach to program implementation and a realist schedule for each activity that indicated an ability to carry out the project within the time allowed. The cost of the services (as indicated by the hourly rates) appeared to be reasonable and acceptable. The scope and level of services to be provided will be in the overall best interest and most advantageous to the County.

7. Cost of Service

Harris Associates' proposed hourly rates were lower than the other firm and included all expenses and fees. Their total not-to-exceed price of \$78,000 was also lower than the other firm and is considered justifiable and reasonable, based on the experience, competence, and level of service to be provided. Compared with the administrative costs of similar CDBG Programs in the past, the cost of service is considered reasonable.

8. Summary

Harris Associates promotes a "team relationship" with emphasis on close cooperation between the County and the team members. A close cooperative spirit will prevent or eliminate the opportunities for misunderstandings, misinterpretations, and miscommunications. The Firm would be considered as an extension of the County's staff and would represent the County's best interest in administering the program. The Firm has demonstrated an ability to carry out the 2011 CDBG NC Catalyst Program through the successful administration of numerous other CDBG Programs in the County and surrounding towns.

This memorandum is being provided as documentation for the justification and reasons for the selection of a firm to provide administration services for the 2011 CDBG NC Catalyst Program for Lenoir County.

LENOIR COUNTY 2011 CDBG NC CATALYST ADMINISTRATIVE SERVICES

	<u>Points</u>	<u>Harris</u>	<u>Adams Co.</u>
General Qualifications & Competence	20	20	18
Prior CDBG Experience	20	20	16
Qualifications of Involved Staff	20	20	18
Availability	15	15	11
Capability to perform within time and financial constraints	15	14	13
<b>Cost of Service</b>			
Hourly Rates	5	5	3
Not-To-Exceed Price	5	5	3
<b>TOTAL</b>	<b>100</b>	<b>99</b>	<b>82</b>
<b>Lump Sum Proposal</b>		<b>\$78,000</b>	<b>\$97,500</b>



**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	
<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>REVENUES</b>			<b>Check One Box</b> New Appropriation: <input type="checkbox"/> Line Item Transfer: <input checked="" type="checkbox"/> <b>EXPENDITURES</b>		
Account # and Title		Amount	Account # and Title		Amount
<u>INCREASE</u>			<u>INCREASE</u>		
10-3531-3001	ADMINISTRATIVE REIMBURSEMEN	10,782.00	10-5372-1156	LIEAP / VENDOR PYMT	10,782.00
Total		10,782.00	Total		10,782.00

**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 <i>Susan E. Moore</i>	Date 11/5/2012	Finance Officer Approval <i>Martha H. Martin</i>	Date 11/6/2012
Budget Officer Approval <i>M. J. ...</i>	Date 11/9/12		

Board Approval (When Applicable) \_\_\_\_\_ Date \_\_\_\_\_ Date of Minutes \_\_\_\_\_

BUDGET ORDINANCE AMENDMENT: STATE CONTROLLED SUBSTANCE:  
 SHERIFF STATE CONTROLLED SUBSTANCE: \$4,000. INCREASE



**LENOIR COUNTY, NORTH CAROLINA**  
**BUDGET AMENDMENT REQUEST**

FY 2012 - 2013  
 Appropriations

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

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
STATE CONTROLLED SUBSTANCE		SHERIFF CONTROLLED SUBSTANCE		VARIOUS	
Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>REVENUES</b>			Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>EXPENDITURES</b>		
Account # and Title	Amount	Account # and Title	Amount		
16-3991-9910 FUND BALANCE APPROPRIATED	4,000.00	<u>INCREASE</u> 16-4317-5999 CAPITAL ITEMS < \$5,000	4,000.00		
Total	4,000.00	Total	4,000.00		

**Reason and Justification for Request:**  
 BUDGET AMENDMENT TO APPROPRIATE FUNDS FROM THE STATE CONTROLLED SUBSTANCE FUND. ON NOVEMBER 5, 2012 THE COMMISSIONERS APPROVED THE USE OF THE CONTROLLED SUBSTANCE FUNDS FOR CANINE TRAINING - ITEM #10.

Department Head Approval <i>WE Smutz</i>	Date 11/9/12	Finance Officer Approval <i>Martha H. Martin</i>	Date 11/14/12
Budget Officer Approval <i>MW Farmer</i>	Date 11/9/12		
Board Approval (When Applicable)	Date	Date of Minutes	

BUDGET ORDINANCE AMENDMENT: FEDERALLY SEIZED PROPERTY FUND:  
SHERIFF-FEDERALLY SEIZED PROPERTY: \$30,370. INCREASE



**LENOIR COUNTY, NORTH CAROLINA**  
**BUDGET AMENDMENT REQUEST**

FY 2012 - 2013  
Appropriations

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

Distribution - Finance Office:

FUND	DEPARTMENT	LINE ITEM DESCRIPTION	
FEDERALLY SEIZED PROPERTY	SHERIFF-FEDERALLY SEIZED PROPERTY	VARIOUS	
<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>REVENUES</b>		<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>EXPENDITURES</b>	
Account # and Title	Amount	Account # and Title	Amount
<u>INCREASE</u>		<u>INCREASE</u>	
15-3991-9910 FUND BALANCE APPROPRIATED	30,370.00	15-4316-5999 CAPITAL OUTLAY < \$5,000	3,778.00
		15-4316-5100 CAPITAL OUTLAY - EQUIPMENT	26,592.00
Total	30,370.00	Total	30,370.00

**Reason and Justification for Request:**

BUDGET AMENDMENT TO APPROPRIATE FUNDS FROM THE FEDERALLY SEIZED PROPERTY FUNDS' FUND BALANCE TO ASSIST IN PURCHASING A NEW FINGERPRINTING MACHINE FOR THE NEW JAIL, OFFICE FURNITURE FOR THE NEW JAIL AND PAY FOR WINDOW TINTING IN THE CONTROL TOWERS. ALL THREE OF THESE ITEMS WERE APPROVED BY THE COMMISSIONERS AT THE NOVEMBER 5, 2012 MEETING - ITEMS #9, 11 & 12.

Department Head Approval	Date	Finance Officer Approval	Date
<i>W. C. Smart</i>	11/9/12	<i>Margaret H. Martin</i>	11/14/2012
Budget Officer Approval	Date		
<i>M. J. [Signature]</i>	11/9/12		
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
CAPITAL PROJECTS	E 911 Consolidation Project	VARIOUS
Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>REVENUES</b>		Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>EXPENDITURES</b>
Account # and Title	Amount	Account # and Title
<b>INCREASE</b>		<b>INCREASE</b>
43-3433-3600 Grant - E 911 - #2013-02	7,400,000.00	43-4325-1990 Consultants/Architect 272,100.00
		43-4325-5850 Construction 7,127,900.00
Total	7,400,000.00	Total 7,400,000.00

**Reason and Justification for Request:**

BUDGET AMENDMENT TO APPROPRIATE GRANT PROCEEDS FROM THE E 911 BOARD FOR THE CONSOLIDATION OF THE JONES AND LENOIR COMMUNICATIONS' CENTERS. AT THIS TIME, THE RADIO EQUIPMENT BUDGET AND THE CONSTRUCTION BUDGETS HAVE NOT BEEN FINALIZED.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Martha H. Martin</i>	11/8/2012	<i>Martha H. Martin</i>	11/8/2012
Budget Officer Approval	Date		
<i>Michael J. ...</i>	11/9/12		
Board Approval (When Applicable)	Date	Date of Minutes	

**INTRODUCED BY:** Michael W. Jarman, County Manager **DATE** 11/19/12 **ITEM NO.:** \_\_\_\_\_

**RESOLUTION:** Authorizing the Lenoir County MIS Director to Execute a 3 year Agreement with CommTouch for Enterprise CAV Multiplatform Virus software: State Contract Price: \$4,000

**SUBJECT AREA:** Purchases/Bids

**ACTION REQUESTED:** To Authorize the Lenoir County MIS Director to execute a 3 year agreement with CommTouch for Enterprise CAV Multiplatform Virus software from State contract pricing in an amount not to exceed \$4,000.

**HISTORY/BACKGROUND:** Over the past 17 years, Lenoir County's desktop PCs, Laptops and Servers have been protected by CommTouch's Virus Software know as Command Com. This is just maintenance for the next 3 years. The pricing for this software is the State contract price.

**EVALUATION:** Lenoir County has had excellent history with Command Com protecting our desktop units, and the state contract is at an exceptional price. This will also allow us to manage the changeover with minimal work expended.

**MANAGER'S RECOMMENDATION:**

Respectfully Recommend Approval.

*MW*  
Initials

**RESOLUTION: NOW, THEREFORE BE IT RESOLVED** By the Lenoir County Board of Commissioners that the Lenoir County MIS Director is authorized to execute a 3 year agreement with Authentium, for Enterprise CAV Multiplatform Virus software at a price not to exceed \$4,000.

Funding Source: 10-4210-3800 - Contracted Services

**AMENDMENTS:**

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

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

YEA VOTES: Graham \_\_\_\_\_ Davis \_\_\_\_\_ Brown \_\_\_\_\_ Daughety \_\_\_\_\_  
Pharo \_\_\_\_\_ Rouse \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
George W. Graham, Jr. Chairman      11/19/12  
Date

\_\_\_\_\_  
ATTEST                      11/19/12  
Date

**INTRODUCED BY:** Michael W. Jarman, County Manager **DATE:** 11/19/12 **ITEM NO.:**       

**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>
Firemen’s Relief Fund Board of Trustees 1 <sup>st</sup> Appearance	William “Bill” Gray	November 2014
Lenoir County Economic Development Board 1 <sup>st</sup> Appearance	Bill Whaley (Reappointment)	December 2016
Lenoir County Economic Development Board 1 <sup>st</sup> Appearance	Jack Harrell (Reappointment)	December 2016

**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**



**APPLICATION FOR APPOINTMENT**  
to  
**LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS**

The Lenoir County Board of Commissioners believes that all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member of one of the County's advisory boards. If you want to be considered for appointment to an advisory board, please complete the Application below and mail it to the Lenoir County Clerk to the Board, P.O. Box 3289, Kinston, NC 28502, or fax to (252) 559-6454.

**Advisory Board/Committee/Commission interested in:**

Lenoir Co Economic Development Board

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

\* \* \* \* \*

Name: Bill Whaley  
 Address: 1402 St. James Place  
 City/State/Zip: Kinston, NC 28504  
 Telephone: (Home) 522-2298 (Work) 939-3060  
 Occupation: Banker  
 Business Address: 800 N. Queen St., Kinston, NC 28501  
 Age: (Optional): 60  
 Number hours available per month for this position: unlimited  
 Training: \_\_\_\_\_  
 Business and Civic Experience/Skills: 30 years of various civic activities in the community  
 Other County Boards/Committees/Commissions presently serving on: Committee of 100  
 Expiration date of Term: 12/31/12 (New Term 2013-2016)

**Circle your voting precinct (shown in bold print below)**

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)
<b>K-4 (Northwest Elementary School)</b>	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)
K-7 (Emma Webb Recreation Center)	Southwest (Southwest VF Department)
K-8 (Holloway Recreation Center)	Trent 1 (Deep Run VF Department)
K-9 (Kinston Number 4 Fire Station)	Trent 2 (Moss Hill Ruitan Building)
Contentnea (Contentnea Ruitan Building)	Vance (Army Reserve Center, Airport)
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.

Bill Whaley   
Signature of Applicant

November 9, 2012

**APPLICATION FOR APPOINTMENT**  
to  
**LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS**

The Lenoir County Board of Commissioners believes that all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member of one of the County's advisory boards. If you want to be considered for appointment to an advisory board, please complete the Application below and mail it to the Lenoir County Clerk to the Board, P.O. Box 3289, Kinston, NC 28502, or fax to (252) 559-6454.

**Advisory Board/Committee/Commission interested in:**

**Lenoir Co Economic Development Board**

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

\* \* \* \* \*

Name: **Jack Harrell**  
Address: **PO Box 1337**  
City/State/Zip: **Kinston, NC 28503**  
Telephone: (Home) **252 560-8098**  
(Work) **252 522-2575**  
Occupation: **Orthodontist**  
Business Address: **same**  
Age: (Optional): \_\_\_\_\_  
Number hours available per month for this position: **3-5**  
Training: \_\_\_\_\_  
Business and Civic Experience/Skills: **a fair amount**  
Other County Boards/Committees/Commissions presently serving on: **none**  
Expiration date of Term: **December 2012** (New term 2013 – 2016)

**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)    |
| K-7 (Emma Webb Recreation Center)                  | Southwest (Southwest VF Department)    |
| K-8 (Holloway Recreation Center)                   | Trent 1 (Deep Run VF Department)       |
| K-9 (Kinston Number 4 Fire Station)                | Trent 2 (Moss Hill Ruitan Building)    |
| Contentnea (Contentnea Ruitan Building)            | Vance (Army Reserve Center, Airport)   |
| <b>Falling Creek (Banks Elementary School Gym)</b> | 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.

Jack Harrell  
Signature of Applicant

November 8, 2012  
Date

# County of Lenoir

## Board of Commissioners

George W. Graham, Jr., Chairman  
Reuben Davis, Vice-Chairman  
Jackie Brown  
J. Mac Daughety  
Tommy Pharo  
Eric S. Rouse  
Linda Rouse Sutton



Lenoir County Courthouse  
Post Office Box 3289  
130 South Queen Street  
Kinston, NC 28502

Telephone: (252) 559-6450  
Fax: (252) 559-6454

Michael W. Jarman, County Manager  
Tommy Hollowell, Assist. County Manager  
Clevette F. Roberts, Clerk to the Board

## RESOLUTION SUPPORTING THE HILL FARM ROAD PROJECT

**WHEREAS**, the County of Lenoir understands that the North Carolina Department of Transportation is helping accommodate and improve access to the businesses along Hill Farm Road from the intersection with US Highway 70 to Smithfield Way in an effort to alleviate their economic loss due to transportation issues; and

**WHEREAS**, the County of Lenoir understands that these are difficult economic times and it is in the best interest of our citizens to be supportive of our local businesses and their attempts to stay profitable and retain full employment for our citizens; and

**WHEREAS**, the County of Lenoir understands that this project will greatly improve access for fire and emergency services on Hill Farm Road from US Highway 70 to Smithfield Way in Lenoir County; and

**WHEREAS**, the improved access would provide our citizens with greater and safer access to shopping and dining opportunities, while creating greater economic value to the community; and

**WHEREAS**, citizens of the County of Lenoir have desired an easier way to access the businesses along Hill Farm Road from its intersection with US Highway 70 to Smithfield Way; and

**WHEREAS**, the Lenoir County Transportation has recommended by similar resolution their support for this project;

**NOW, THEREFORE BE IT RESOLVED** by the County of Lenoir as follows:

**We the County of Lenoir requests that the North Carolina Department of Transportation continue forward with the planned road improvements on Hill Farm Road from its intersection with Highway 70 to Smithfield Way, because of its potential economic and safety impact on the community and affected businesses.**

**AMENDMENTS:**

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

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

YEA VOTES: Graham \_\_\_\_\_ Davis \_\_\_\_\_ Brown \_\_\_\_\_ Daughety \_\_\_\_\_  
Pharo \_\_\_\_\_ Rouse \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
George W. Graham, Jr. Chairman      11/19/12  
Date

\_\_\_\_\_  
ATTEST      11/19/12  
Date

# County of Lenoir

## Board of Commissioners

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## RESOLUTION SUPPORTING THE SMITHFIELD WAY EXTENSION PROJECT

**WHEREAS**, the County of Lenoir understands that the North Carolina Department of Transportation is helping to accommodate and improve access to the businesses through extending Smithfield Way from the intersection with Hill Farm Rd. to NC HWY 258 in an effort to alleviate major congestion on Hill Farm Rd.; and

**WHEREAS**, the County of Lenoir understands that these are difficult economic times and it is in the best interest of our citizens to be supportive of our local businesses and their attempts to minimize their traffic impact on secondary roads for our citizens; and

**WHEREAS**, the County of Lenoir understands that this project will greatly improve access for fire and emergency services on Hill Farm Road from US Highway 70 to Smithfield Way in Lenoir County; and

**WHEREAS**, citizens of the County of Lenoir have desired an easier way to access the businesses along Hill Farm Road from its intersection with US Highway 70 to Smithfield Way; and

**WHEREAS**, the Lenoir County Transportation Committee has recommended this project by similar resolution of support;

**NOW, THEREFORE BE IT RESOLVED** by the County of Lenoir as follows:

**We the County of Lenoir requests that the North Carolina Department of Transportation continue forward with the planned road improvements from Smithfield Way to NC HWY 258, because of its potential economic and safety impact on the community and affected businesses.**

AMENDMENTS:

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

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

YEA VOTES: Graham \_\_\_\_\_ Davis \_\_\_\_\_ Brown \_\_\_\_\_ Daughety \_\_\_\_\_  
Pharo \_\_\_\_\_ Rouse \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
George W. Graham, Jr. Chairman      11/19/12  
Date

\_\_\_\_\_  
ATTEST      11/19/12  
Date

## County of Lenoir

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### RESOLUTION SUPPORTING THE PINK HILL ELEMENTARY SCHOOL PROJECT

**WHEREAS**, the County of Lenoir understands that the North Carolina Department of Transportation is helping accommodate and improve access to Pink Hill Elementary School as requested by local Emergency Services of the Town of Pink Hill, and Lenoir County Public Schools Administration; and

**WHEREAS**, the County of Lenoir understands the need for greater access in times of emergency and for greater mobility ingressing and egressing Pink Hill Elementary School; and

**WHEREAS**, the improved access would provide our citizens with greater and safer access to the school; and

**WHEREAS**, citizens of the Town of Pink Hill have desired an easier way to access the Pink Hill Elementary for transportation of their children;

**NOW, THEREFORE BE IT RESOLVED** by the County of Lenoir as follows:

**We the County of Lenoir requests that the North Carolina Department of Transportation continue forward with the driveway improvements at Pink Hill Elementary School because of the safety impact on the community and affected citizens.**

**AMENDMENTS:**

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

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

YEA VOTES: Graham \_\_\_\_\_ Davis \_\_\_\_\_ Brown \_\_\_\_\_ Daughety \_\_\_\_\_  
Pharo \_\_\_\_\_ Rouse \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
George W. Graham, Jr. Chairman      11/19/12  
Date

\_\_\_\_\_  
ATTEST      11/19/12  
Date