

**LENOIR COUNTY BOARD OF COMMISSIONERS REGULAR MEETING: AGENDA  
 MONDAY, DECEMBER 3, 2007 – TIME 9:00 A.M.  
 COMMISSIONERS’ MEETING ROOM, LENOIR COUNTY COURTHOUSE  
 130 S. QUEEN ST., KINSTON, N.C.**

*Election of Chairman*

**Attorney Robert W. Griffin**

*Election of Vice-Chairman*

**Attorney Robert W. Griffin**

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

**PUBLIC INFORMATION:** None Scheduled

1. **Items from Chairman/Commissioners: 5 Min.**

Board

2. **Items from County Manager: 5 Min.**

Jarman

**CONSENT AGENDA: 10 Min.**

**ACTION**

3. Approval of Minutes: Regular Board Meeting: November 19, 2007

Aytch/Jarman

4. Resolution Approving the Releases and Refunds to the Individuals Listed Herein

Parrish/Hollowell

5. **A.** Budget Ordinance Amendment: General Fund: CO-OP Ext.-Prevention Block Grant: \$210: Decrease

Kelly/Hollowell

**B.** Budget Ordinance Amendment: General Fund: CO-OP Ext.-Safe & Drug Free Schools Grant: \$1,265.50: Increase

6. Budget Ordinance Amendment: General Funds: Process/Finance: \$300: Increase

Jarman/Hollowell

7. Budget Ordinance Amendment: General Fund: Finance/Sheriff: \$4,246: Increase

Jarman/Hollowell

8. Resolution Approving the 2008 Calendar of Board Meeting Dates & Times

Board/Aytch

9. Resolution Approving the 2008 County Holidays

Board/Aytch

**END OF CONSENT AGENDA**

**RESOLUTIONS: 25 Min.**

10. Resolution Approving Request for Addition to State Maintained Secondary Road System: Brandon Road

Jarman/Board

11. Resolution Declaring Brick House Located at 2845 Hodges Farm Road as Surplus Property and Authorize the Sale of the Surplus Property

Jarman/Hollowell

12. **A.** Resolution Approving Purchase Order with Jarman Tire: \$5,000

Smith/Hollowell

**B.** Resolution Approving Purchase Order with Gately Communications, Co.: \$13,000

- 13. Resolution Authorizing the MIS Director to Purchase a new Backup Server with new Ultrium Backup Drive along with Supplies off of State Contract from CDS Networks and Services - \$10,852 Bryan/Hollowell
- 14. Resolution Authorizing Lenoir County Health Department to Execute Purchase Order Contracts to: 1) Duncan-Parnell Products (\$15,575); and 2) Marks Products, Inc. (\$2,773) Huff/Hollowell

**MEETING OF DEEP RUN WATER AND SEWER DISTRICT BOARD: 10 Min**

- 15. Resolution Approving Contract for Transfer of Sanitary Sewer System to Town of Pink Hill **10 Min.** Jarman/Board

**APPOINTMENTS: 5 Min.**

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

**OTHER ITEMS: 10 Min.**

- 17. **Public Comments/**

**ADJOURN**

**MINUTES**  
**LENOIR COUNTY BOARD OF COMMISSIONERS**  
**November 19, 2007**

The Lenoir County Board of Commissioners met in regular session at 4:00 p.m. on Monday, November 19, 2007 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, Jr., Vice-Chairman, Paul Taylor, Jr., and Commissioners, Jackie Brown, Claude Davis, Earl Harper, Chris Humphrey and Claude Stroud.

Members absent: None

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

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

**PUBLIC INFORMATION**

Mr. Dalton Cox of the North Carolina Forestry Service updated the Board on forestry activities. Mr. Cox stated he would like to thank the Board for their support in helping the citizens of Lenoir County. The North Carolina Forest Service is responsible for the protection and development of all woodland in Lenoir County. Lenoir County's land area consists of 255,936 acres of which 101,700 acres is forestland. The Forest Services provides many services to the citizens of Lenoir County such as: emergency response, timber exams, financial incentives, nursery sales, fire prevention and fire control as well as information and education. Fire Control is the main concern for forestry services. For 2006 there were 15 wildfires resulting in 14 acres burned. There were 11 tickets issues for illegal burning and 300 burning permits granted. Due to the very dry conditions this year, these numbers will triple for 2007. Forestry services wrote 65 management plans for a total of 2,700 acres. Mr. Cox concluded his presentation by stating it is to everyone's advantage that forests are well managed for environmental, aesthetic and economical reasons. The Board thanked Mr. Cox and the entire Forestry Service Division for the hard work they do for the citizens of Lenoir County.

Mr. Bill Simmons discussed adding a road to the North Carolina Highway system. Mr. Simmons stated he has a subdivision in Grifton which he has owned since 1991. The road in the subdivision was inspected by the state, but state maintenance was not applied for at that time. In 2003 he petitioned the North Carolina Department of Transportation (NCDOT) for state maintenance – all work as been completed on the highway for state maintenance, but the Board of Commissioners must approve the request as well. Mr. Jarman stated he would like to discuss the matter further with NCDOT officials to make sure all procedures have been followed before the Board approves the request. The Board approved to table the matter until management comes back with a recommendation.

**ITEMS FROM THE CHAIRMAN/COMMISSIONERS**

Item No. 1 was Items from the Chairman and County Commissioners. No items were discussed.

**ITEMS FROM THE COUNTY MANAGER**

Item No. 2 was Items from the County Manager. Mr. Jarman reviewed minutes from the Lenoir County Planning Board and the Kinston-Lenoir Parks and Recreation Commission. Plant Manager, Jimmy Adams wrote letters to Mr. Mark Pope, Economic Development Director, Sheriff “Billy” Smith, and Mr. Mike Wiggins, Director of Lenoir County Buildings and Grounds for the work and services they provided to October 26, 2007 groundbreaking ceremony at West Pharmaceutical. Mr. Pope thanked everyone for his or her help in making sure the ceremony was a success.

**CONSENT AGENDA**

Upon a motion by Ms Brown and a second by Mr. Davis, the Board unanimously approved the following Consent agenda items.

- 3. Approval of Minutes: Regular Board Meeting: November 5, 2007 Aytch/Jarman
- 4. Budget Ordinance Amendment: Trust and Agency Fund: Extension Family Caregiver: \$3,352: Increase Kelly/Hollowell
- 5. Budget Ordinance Amendment: Capital Improvements: Library Expansion: \$6,027.04: Increase Jarman/Hollowell

**RESOLUTION**

Item No. 6 was a Resolution Modifying the Program Agreement for the District 8 Gang Prevention and Intervention Program Grant to Change the Administration of the Program from Family Court to the Methodist Home for Children. Tommy Hollowell addressed the Board and stated the resolution is to modify the program agreement of the District 8 Gang Prevention and Intervention Program Grant to change the administration of the grant from Family Court to the Methodist Home for Children. On July 16<sup>th</sup> the Board approved acceptance of this grant from the state, since that time Judge Beth Heath determined that an outside agency would be better suited to handle the day to day administration of the program. Mr. Joe Testino, Chief Court Counselor, will be completing the monthly and quarterly reports for the Methodist Home. Upon a motion by Mr. Harper and a second by Ms Brown, Item No. 6 was unanimously approved.

Item No. 7 was a Resolution Authorizing Contract with Grantham Geographic for ARCGIS 9.2 Training: \$4,750. Mr. Darrell Parrish, Tax Administrator, addressed the Board. Mr. Parrish stated a new employee was hired in June 2007 for the Land Records Specialist position. This was a newly created position that combined the majority of the duties of the Land Records Manager and Real Property Transfer positions, thus allowing the Tax Department to not fill a vacant position. The new employee was a paralegal with extensive experience in land ownership/transfer situations, and was familiar with the ARCGIS software that the Tax Department uses for mapping of land ownership records. The new employee has completed a basic training course for the ARCGIS software, and has had some training from Grantham Geographic; the company that customized the ARCGIS 9.2 software for the Tax Department’s land records division.

At this time, Grantham Geographic has recommended a ten-day training program, to be spread out over the next three (3) months, to complete the training of the new employee on the ARCGIS 9.2 applications used by the Tax Department. The funds from which this training will be paid come from lapsed salaries and office supplies, so no new monies are requested. Upon a motion by Mr. Harper and a second by Ms. Brown, Item No. 7 was unanimously approved.

Item No. 8 was a Resolution Declaring Property as Surplus and Authorizing the Sale of Surplus Property. Mr. Hollowell stated the County owns various properties that are of no useful value to the County. In accordance with procedures set forth in N.C. General Statute 160A-269, County Administration is requesting the approval of the Board to sell the properties through the negotiated offer and upset bid process. The sale of these properties will return them to private owners and add them once again to the tax scrolls. Upon a motion by Brown and a second by Harper, Item No. 8 was unanimously approved.

Item No. 9 was a Resolution Approving the Extension of the Management Contract with Young Williams, P.C. for \$35,417. Mr. Jack Jones, Director of Social Services (DSS), and Mr. Ben Nicholson, Child Support Program Manager, addressed the Board. Mr. Nicholson stated before DSS entered into a management contract with Young Williams, P.C., the Child Support Program was not meeting Federal or State Program goals. Lenoir County's Child Support Program was ranked 87th out of 87 programs (ie last in the state). Recruiting for the Program Manager's position had proven difficult even though the County was willing to pay at the top of our range. On February 1, 2007, DSS entered a management contract with Young Williams, P.C. a Mississippi based Law Firm. They in turn hired Ben Nicholson to serve as the Lenoir County Child Support Program Manager. The Contract called for Young Williams P.C. to conduct a program review, to implement strategies that would increase overall child support collections by 15%, and to bring the program into compliance with Federal and State laws, regulations, and standards.

At the end of September 2007, the department's statewide ranking had increased from last to 66 out of 88 programs, a twenty-two point improvement. The department had 84.88% of our cases under order, thereby exceeding our contract goal of 84.42%. In October 2007, Lenoir County collected \$669,222.72 in child support payments, which was an increase of 21.37% when compared to the October 2006 collections. Young Williams, P.C. has already met or exceeded most of the contract goals and is on track to meet the remaining contract goals. Based on the outstanding success of this contract, we are requesting to extend this management contract through June 30, 2008. Please note that this continuation contract does not require a new appropriation as funds currently budgeted will be used for this purpose. Mr. Harper asked if the department is working on a long-term plan? Mr. Jones said the department was unable to recruit anyone for the position Mr. Nicholson holds. The Department was fortunate to obtain Mr. Nicholson who has 31 years of experiences. The department is hoping to be able to recruit someone to take Mr. Nicholson place by the end of the fiscal year. Upon a motion by Brown and a second by Stroud, Item No. 9 was unanimously approved.

Item No. 10 was a Resolution Authorizing the Lenoir County Health Department to Impose Fees for Environmental Health Services. Mr. Joey Huff, Health Director and Barbara Sutton, Environmental Health Director, addressed the Board. Mr. Huff stated NCGS 130A-39(g) authorizes the local board of health to impose fees for services rendered. The statute requires the fees to be based upon a plan submitted by the local health director to the board of health with direct approval by the local board of county commissioners. The current schedule of fees was approved in March 1999. Proposed fees include an increase in the lot evaluation fee and the establishment of fees for inspecting and permitting private wells and to perform plan review of newly permitted food

establishments. The approval of revised environmental health department fees will bring the department in line with the current costs associated with these services and incorporates new fees. Mr. Taylor asked what account would the funds be appropriated to. Mr. Huff stated the funds would revert back to Environmental Health. Upon a motion by Stroud and a second by Davis, Item No. 10 was unanimously approved.

**APPOINTMENTS**

Item No. 11 was a Resolution Appointing Citizens to Boards, Commissions, Etc. There are no applications at this time.

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

- Lenoir County Health Board – One (1) Vacancy; (1) Veterinarian**
- Grifton Planning Board – One (1) Vacancy; ETJ Position**
- JCPC – One (1) Vacancy; 1-Juvenile Attorney**
- Lenoir County Planning Board – District 1, 3, & 6**
- CJPP – Four (4) Vacancies**
- Kinston Board of Adjustment – Two (2) ETJ Members; (1) Primary – (1) Alternate**
- Lenoir County Transportation Committee – At Large Member – Business Community**

Mr. Harper commended all the staff and individuals who helped with the Visitors Center Groundbreaking ceremony. Mr. Taylor stated several citizens had contacted him regarding an ordinance about barking dogs. Mr. Taylor has addressed the issue with the Sheriff’s Department. Mr. Taylor stated he would like a public nuisance ordinance regarding barking dogs be addressed at the next meeting.

Mr. Graham wished everyone a Happy Thanksgiving.

**ADJOURNMENT**

Upon a motion by Ms. Brown the meeting adjourned at 5:05

Respectfully submitted,

  
 Lashanda Aytch  
 Clerk to the Board

Reviewed By

  
 Michael W. Jarman  
 County Manager

Resolution Approving the Releases and Refunds to the Individuals Listed Herein

**SUBJECT AREA:** Finance

**ACTION REQUESTED:** Approval of Releases and Refunds as Prepared

**HISTORY/BACKGROUND:**

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

**EVALUATION:**

Taxpayers will or have overpaid taxes. Board action rectifies the mistake.

**RELEASES OVER \$100**

Year	Name	Account	Amount	Reason
2007	Richard Tolston	30032	\$170.08	Corrected Situs
2007	Richard Tolston	30032	192.16	Corrected Situs
2006	Tanya Stroud	39062	164.37	Corrected Listing
2002	Homeplace	1144	814.60	Corrected Listing
2007	Major Bryant	3366	203.44	Adjusted Value
2005	Kevin Kinsey	39847	156.02	Corrected Listing
2007	Kevin Kinsey	39847	124.13	Corrected Listing
2006	Kevin Kinsey	39847	138.07	Corrected Listing
2007	Cozelle Wilson	33124	367.54	Legal Exemption
2007	Flying Pigs LLC	25338	1416.00	Corrected Listing
2007	Chris Combs	64733	120.60	Legal Exemption
2007	Chris Combs	64733	133.58	Legal Exemption
2006	360 Communications	51720	422.18	Business Closed
2007	Patricia Speight	27143	139.49	Corrected Listing
2001	Pic N Pay Stores Inc 313	1508	166.91	Business Closed
2002	Pic N Pay Stores Inc 313	1508	155.02	Business Closed
2003	Pic N Pay Stores Inc 313	1508	163.59	Business Closed
2004	Pic N Pay Stores Inc 313	1508	151.01	Business Closed
2005	Pic N Pay Stores Inc 313	1508	140.99	Business Closed
2006	Pic N Pay Stores Inc 313	1508	134.98	Business Closed
2007	Atlantic Seasonings	27107	650.08	Business Closed
2006	Atlantic Seasonings	27107	713.06	Business Closed
2005	Atlantic Seasonings	27107	755.62	Business Closed
2004	Atlantic Seasonings	27107	815.40	Business Closed
2007	National Medical Care Inc	45094	212.92	Keying Error

2007	Aretha Harris	23185	276.03	Corrected Listing
2006	Melinda Daniels	6823	264.91	Double Listed
2007	Juan Garcia	60685	108.84	Corrected Listing
2006	Paul Phillips	22887	233.68	Corrected Listing
2007	Paul Phillips	22887	202.71	Corrected Listing
2007	Clarence Smith	26326	209.33	Adjusted Value
2007	W H Hardy Jr Farms Inc	47345	1258.80	Adjusted Value
2007	W H Hardy Jr Farms Inc	47345	552.72	Adjusted Value
2007	Marion Harrington	31955	200.00	Out of Business
2007	Rebecca Cook	25160	258.40	Listed in other County
2007	James Maso	41014	126.74	Adjusted Value
2007	Anthony Thompson	64203	272.51	Legal Exemption
2007	Sherman Potter	35032	148.76	Adjusted Value
2007	William Wiest	37092	148.03	Legal Exemption
2007	Derek Santjer	32529	220.56	Corrected Listing
2006	Lois Trueblood	45662	181.81	Listed in other County
2006	Ellen Shaheed	16714	304.92	Legal Exemption
2000	Walter Turner	45142	143.77	Corrected Listing
2001	Walter Turner	45142	141.94	Corrected Listing
2002	Walter Turner	45142	133.66	Corrected Listing
2003	Walter Turner	45142	126.90	Corrected Listing
2004	Walter Turner	45142	118.50	Corrected Listing
2005	Walter Turner	45142	108.95	Corrected Listing
2006	Walter Turner	45142	107.74	Corrected Listing
2007	Marlene Duncan	48055	100.14	Listed in other County
2007	Robert Cooke	64357	393.62	Legal Exemption
2006	Jeffrey Freeman	17723	111.53	Corrected Listing
2007	Merle Outlaw	21814	107.63	Adjusted Value
2002	Dalton Smith	55812	343.53	Listed in other County
2003	Dalton Smith	55812	320.39	Listed in other County
2004	Dalton Smith	55812	284.18	Listed in other County
2005	Dalton Smith	55812	271.47	Listed in other County
2006	Dalton Smith	55812	259.99	Listed in other County
2007	Dalton Smith	55812	226.18	Listed in other County

**Refunds**

Year	Name	Account	Amount	Reason
2006	Cecil Tyson	30632	\$584.25	Double Listed
2007	Gilbert Respress	24073	153.07	Adjusted Value

**MANAGER'S RECOMMENDATION:**

Approval of releases as set out above.

**AMENDMENTS:**

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

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

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

Humphrey \_\_\_\_\_ Stroud \_\_\_\_\_ Taylor \_\_\_\_\_

\_\_\_\_\_  
George W. Graham, Jr., Chairman      12/03/07  
Date

\_\_\_\_\_  
ATTEST

\_\_\_\_\_  
Date

BUDGET ORDINANCE AMENDMENT: GENERAL FUND: COOP EXT-PREVENTION BLOCK GRANT  
\$210 DECREASE



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

FY 2007 -2008  
Appropriations

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

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
GENERAL		FINANCE: COOP EXT: PREVENTION BLOCK GRANT		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>DECREASE</u>		<u>DECREASE</u>			
10-3329-3625 Grant-Coop Ext-Prevention Block	-209.00	10-4957-2600 Office Supplies & Material	-210.00		
Total	-209.00	Total	-210.00		

**Reason and Justification for Request:**

The budget amendment for the 4-H All Stars Program, Prevention Block Grant was approved by the Board on September 17, 2007. These funds were applied for by Wayne County on behalf of the four county Eastpointe region. This grant will be on a reimbursement basis from Wayne County. After Board approval, the amount from the state was reduced, causing a \$209.00 decrease in funding.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Thomas L Hollowell</i>	11/29/07	<i>Thomas L Hollowell</i>	11/29/07
Budget Officer Approval	Date		
<i>Michael W Jarman</i>	11/29/07		
Board Approval (When Applicable)	Date	Date of Minutes	

BUDGET ORDINANCE AMENDMENT: GENERAL FUND: COOP EXT-SAFE & DRUG FREE SCHOOLS GRANT  
 \$1,265.50 : INCREASE



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

FY 2007 -2008  
 Appropriations

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

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
GENERAL		FINANCE: COOP EXT-SAFE & DRUG FREE SCHOOLS GRANT		Various	
Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/>			Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/>		
<b>REVENUES</b>			<b>EXPENDITURES</b>		
Account # and Title	Amount	Account # and Title	Amount		
<u>INCREASE</u>		<u>INCREASE</u>			
10-3329-3626 Grant-Coop Ext-Safe & Drug Free Sc	1,265.50	10-4958-2600 Office Supplies & Material	265.50		
		10-4958-3110 Travel	1,000.00		
Total	1,265.50	Total	1,265.50		

**Reason and Justification for Request:**  
 The budget amendment for the 4-H All Stars Program, Safe and Drug Free Schools Grant was approved by the Board on September 17, 2007. These funds were applied for by Wayne County on behalf of the four county Eastpointe region. This grant will be on a reimbursement basis from Wayne County. After Board approval, the amount from the state was increased, causing a \$1,265.50 increase in funding.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Thomas L. Hollowell</i>	11/29/07	<i>Thomas L. Hollowell</i>	11/29/07
Budget Officer Approval	Date		
<i>Michael W. Jarman</i>	11/29/07		
Board Approval (When Applicable)	Date	Date of Minutes	



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

FY 2007-2008  
 Appropriations

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

Distribution - Finance Office:

FUND	DEPARTMENT	LINE ITEM DESCRIPTION	
GENERAL FUND	PROCESS FUNDS / FINANCE	10-3991-9910 FUND BALANCE APPROPRIATED 10-4201-6342 JCPC PSYCHOLOGICAL	
Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>REVENUES</b>		Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>EXPENDITURES</b>	
Account # and Title	Amount	Account # and Title	Amount
<b>INCREASE</b>		<b>INCREASE</b>	
10-3991-9910 FUND BALANCE APPROPRIATED	300.00	10-4201-6342 JCPC PSYCHOLOGICAL	300.00
Total	300.00	Total	300.00

**Reason and Justification for Request:**

TO APPROPRIATE FUNDS RECEIVED IN THE PRIOR FISCAL YEAR FROM THE JCPC PSYCHOLOGICAL PROGRAM. THE COUNTY RECEIVED AND INVOICE FOR PAYMENT OF THESE FUNDS AFTER THE AUDITORS HAD CUT-OFF PRIOR YEAR PAYMENTS; THEREFORE, THESE FUNDS WERE RECORDED IN THE PRIOR FISCAL YEAR, BUT WILL BE SHOWN AS AN EXPENDITURE IN THE CURRENT FISCAL YEAR. THIS AMENDMENT PREVENTS AN OVER-EXPENDITURE IN THE CURRENT YEAR AND WAS APPROVED BY THE COUNTY'S AUDITORS.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Thomas L. Hollowell</i>	11/16/2007	<i>Thomas L. Hollowell</i>	11/16/2007

Budget Officer Approval	Date
<i>Maria L. Jam</i>	11/16/07

Board Approval (When Applicable)	Date	Date of Minutes
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**LENOIR COUNTY, NORTH CAROLINA**  
**BUDGET AMENDMENT REQUEST**

FY 2007-2008  
 Appropriations

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

Distribution - Finance Office:

<b>FUND</b> GENERAL		<b>DEPARTMENT</b> FINANCE / SHERIFF		<b>LINE ITEM DESCRIPTION</b> 10-3432-2100 SCAAP-SHERIFF 10-4310-3980 SCAAP EXPENSES	
Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/>			Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/>		
<b>REVENUES</b>			<b>EXPENDITURES</b>		
Account # and Title		Amount	Account # and Title		Amount
<b>INCREASE</b>			<b>INCREASE</b>		
10-3432-2100 SCAAP-SHERIFF		4,246.00	10-4310-3980 SCAAP EXPENSES		4,246.00
Total		4,246.00	Total		4,246.00
<b>Reason and Justification for Request:</b> TO BUDGET FUNDS RECEIVED FROM THE U.S DEPARTMENT OF JUSTICE. OFFICE OF JUSTICE PROGRAMS, FOR THE STATE CRIMINAL ALIEN ASSISTANCE PROGRAM (SCAAP). THESE FUNDS ARE AWARDED TO LENOIR COUNTY TO HELP OFFSET EXPENSES INCURRED BY THE COUNTY IN HOUSING UNDOCUMENTED CRIMINAL ALIENS OR ALIENS OF UNKNOWN LEGAL STATUS, WHO HAVE BEEN CONVICTED OF AT LEAST ONE FELONY OR TWO MISDEMEANORS AND HAVE BEEN INCARCERATED DURING THE REPORTING PERIOD OF THE AWARD. BY LAW, THESE FUNDS ARE RESTRICTED FOR USE BY THE SHERIFF.					
Department Head Approval		Date	Finance Officer Approval		Date
<i>Thomas L Hollowell</i>		11/19/2007	<i>Thomas L Hollowell</i>		11/19/2007
Budget Officer Approval		Date			
<i>Michael J. ...</i>		11/20/07			
Board Approval (When Applicable)		Date	Date of Minutes		

**INTRODUCED BY:** Michael Jarman, County Manager **DATE:** 12/03/07 **ITEM NO.** 8

Resolution Approving 2008 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:**

Of course Commissioners can modify the calendar if situations or emergencies warrant it to be changed. Nevertheless, the Clerk to the Board is responsible for maintaining this calendar so that citizens and staff have good advance notice of times, days and dates of meetings. Due to annual out-of-town conferences, the Board meets only once during the months of March and July. Also, the Board generally has a Christmas dinner in lieu of the second meeting in December.

**MANAGER'S RECOMMENDATION:**

Respectfully recommend approval.

**RESOLUTION:**

**NOW THEREFORE BE IT RESOLVED** by the Lenoir County Board of Commissioners that the attached 2008 calendar of Board meeting dates and times, herein incorporated into this resolution by reference, is approved.

**AMENDMENTS:**

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

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

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

Humphrey \_\_\_\_\_ Stroud \_\_\_\_\_ Taylor \_\_\_\_\_

\_\_\_\_\_  
Chairman 12/03/07  
Date

\_\_\_\_\_  
ATTEST 12/03/07  
Date

## 2008 CALENDAR

### REGULAR MEETINGS

#### LENOIR COUNTY BOARD OF COMMISSIONERS

<b>DAY</b>	<b>DATE</b>	<b>TIME</b>
Monday	January 7	9:00 a.m.
Tuesday	January 22	4:00 p.m.
Monday	February 4	9:00 a.m.
Monday	February 18	4:00 p.m.
Monday	March 3	9:00 a.m.
Monday	March 17	4:00 p.m.
Monday	April 7	9:00 a.m.
Monday	April 21	4:00 p.m.
Monday	May 5	9:00 a.m.
Monday	May 19	4:00 p.m.
Monday	June 2	9:00 a.m.
Monday	June 16	4:00 p.m.
Monday	July 7	9:00 a.m.
Monday	July 21	4:00 p.m.
Monday	August 4	9:00 a.m.
Monday	August 18	4:00 p.m.
Tuesday	September 2	9:00 a.m.
Monday	September 15	4:00 p.m.
Monday	October 6	9:00 a.m.
Monday	October 20	4:00 p.m.
Monday	November 3	9:00 a.m.
Monday	November 17	4:00 p.m.
Monday	December 1	9:00 a.m.
Monday	December 15	4:00 p.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 December 3, 2007.

Michael W. Jarman  
County Manager

**INTRODUCED BY:** Michael Jarman, County Manager **DATE:** 12/03/07 **ITEM NO.** 9

Resolution Approving 2008 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 prior policy and practice, the County holidays are patterned after the schedule adopted by the State of North Carolina.

**MANAGER'S RECOMMENDATION:**

Respectfully recommend approval.

\_\_\_\_\_  
Initials

**RESOLUTION:**

**NOW THEREFORE BE IT RESOLVED** by the Lenoir County Board of Commissioners that the attached 2008 Schedule of County Holidays, herein incorporated into this resolution by reference, is approved.

**AMENDMENTS:**

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

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

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

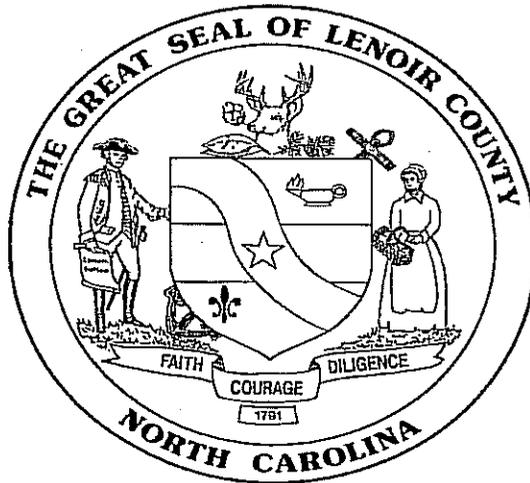
Humphrey \_\_\_\_\_ Stroud \_\_\_\_\_ Taylor \_\_\_\_\_

\_\_\_\_\_  
Chairman 12/03/07  
Date

\_\_\_\_\_  
ATTEST 12/03/07  
Date

# LENOIR COUNTY GOVERNMENT

## 2008 HOLIDAY SCHEDULE



<u>Holiday</u>	<u>Observance Date(s)</u>	<u>Day(s) Scheduled Off Work</u>
New Year's Day	January 1, 2008	Tuesday
Martin Luther King, Jr.'s Birthday	January 21, 2008	Monday
Good Friday/Easter Holiday	March 21, 2008	Friday
Memorial Day	May 26, 2008	Monday
Independence Day	July 4, 2008	Friday
Labor Day	September 1, 2008	Monday
Veteran's Day	November 11, 2008	Tuesday
Thanksgiving/Holidays	November 27, 28, 2008	Thursday & Friday
Christmas/Holidays	December 24, 25, & 26, 2008	Wednesday, Thursday, and Friday

North Carolina Department of Transportation  
Division of Highways  
Request for Addition to State Maintained Secondary Road System

North Carolina

County: Lenoir

Road Description: Blandon Road as shown on Map of Bailey Heights recorded in Plat Cabinet 6, Page 338 Lenoir County Registry

WHEREAS, the attached petition has been filed with the Board of County Commissioners of the County of Lenoir requesting that the above described road, the location of which has been indicated in red on the attached map, be added to the Secondary Road System, and

WHEREAS, the Board of County Commissioners is of the opinion that the above described road should be added to the Secondary Road System, if the road meets minimum standards and criteria established by the Division of Highways of the Department of Transportation for the addition of roads to the System.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of the County of Lenoir that the Division of Highways is hereby requested to review the above described road, and to take over the road for maintenance if it meets established standards and criteria.

**CERTIFICATE**

The foregoing resolution was duly adopted by the Board of Commissioners of the County of \_\_\_\_\_ at a meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

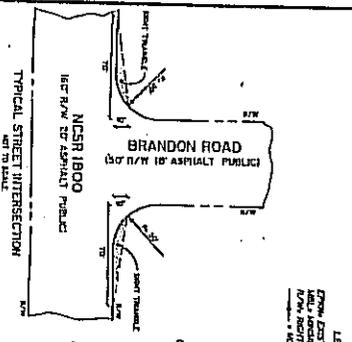
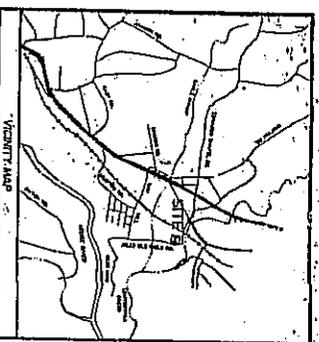
WITNESS my hand and official seal this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Official Seal**

Clerk, Board of Commissioners  
County: \_\_\_\_\_

**PLEASE NOTE:**

Forward direct with request to the Division Engineer, Division of Highways



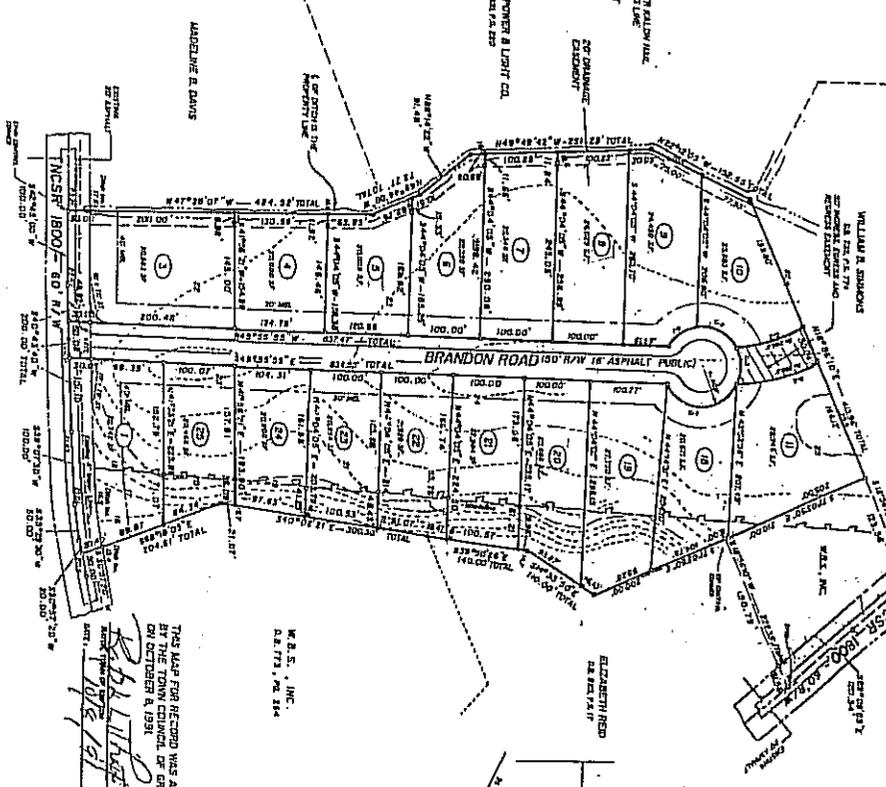
DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
APPROVED SUBDIVISION CERTIFICATION  
CONSTRUCTION STANDARDS CERTIFICATION  
DATE: 08-28-91

CONTRACTS  
THIS IS TO CERTIFY THAT THIS MAP HAS BEEN EXAMINED AND FOUND TO CONFORM WITH THE REQUIREMENTS OF THE CONSTRUCTION STANDARDS CERTIFICATION ACT AND THE SUBDIVISION CERTIFICATION ACT AND THAT THE MAP IS IN ACCORDANCE WITH THE REQUIREMENTS OF THE CONSTRUCTION STANDARDS CERTIFICATION ACT AND THE SUBDIVISION CERTIFICATION ACT.

APPROVED BY THE COUNTY ENGINEER  
APPROVED BY THE TOWN ENGINEER  
APPROVED BY THE TOWN PLANNING BOARD



OWNER: WILLIAM R. SIMMONS  
ADDRESS: 1111 N. BRANDON ROAD, LENOIR COUNTY, NC 27534



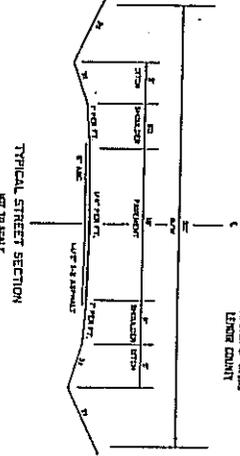
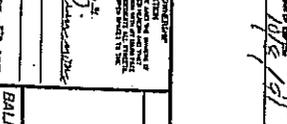
THIS MAP FOR RECORD WAS APPROVED BY THE TOWN OF GERTON PLANNING BOARD ON OCTOBER 1, 1991.  
DATE: 10/1/91

OWNER: WILLIAM R. SIMMONS  
ADDRESS: 1111 N. BRANDON ROAD, LENOIR COUNTY, NC 27534

DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
APPROVED SUBDIVISION CERTIFICATION  
CONSTRUCTION STANDARDS CERTIFICATION  
DATE: 08-28-91

CONTRACTS  
THIS IS TO CERTIFY THAT THIS MAP HAS BEEN EXAMINED AND FOUND TO CONFORM WITH THE REQUIREMENTS OF THE CONSTRUCTION STANDARDS CERTIFICATION ACT AND THE SUBDIVISION CERTIFICATION ACT AND THAT THE MAP IS IN ACCORDANCE WITH THE REQUIREMENTS OF THE CONSTRUCTION STANDARDS CERTIFICATION ACT AND THE SUBDIVISION CERTIFICATION ACT.

APPROVED BY THE COUNTY ENGINEER  
APPROVED BY THE TOWN ENGINEER  
APPROVED BY THE TOWN PLANNING BOARD

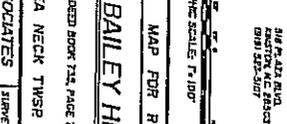


DATE OF RECORDING: 11-15-91  
FILED IN: 11-15-91  
BOOK: 11-15-91  
PAGE: 338  
By: [Signature]  
REGISTERED  
LENOIR COUNTY

DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
APPROVED SUBDIVISION CERTIFICATION  
CONSTRUCTION STANDARDS CERTIFICATION  
DATE: 08-28-91

CONTRACTS  
THIS IS TO CERTIFY THAT THIS MAP HAS BEEN EXAMINED AND FOUND TO CONFORM WITH THE REQUIREMENTS OF THE CONSTRUCTION STANDARDS CERTIFICATION ACT AND THE SUBDIVISION CERTIFICATION ACT AND THAT THE MAP IS IN ACCORDANCE WITH THE REQUIREMENTS OF THE CONSTRUCTION STANDARDS CERTIFICATION ACT AND THE SUBDIVISION CERTIFICATION ACT.

APPROVED BY THE COUNTY ENGINEER  
APPROVED BY THE TOWN ENGINEER  
APPROVED BY THE TOWN PLANNING BOARD



IDENTITY OF OWNER		OWNER: WILLIAM R. SIMMONS	
IDENTITY OF ENGINEER		DATE: 08-28-91	
IDENTITY OF TOWN ENGINEER		DATE: 10/1/91	
IDENTITY OF TOWN PLANNING BOARD		DATE: 10/1/91	
<b>MAP FOR RECORD</b>			
<b>BAILEY HEIGHTS</b>			
REFERENCED DEED BOOK 774, PAGE 774, LENOIR COUNTY REGISTRY			
CONTENTNEA NECK TWRP, LENOIR COUNTY, N.C.			
BALDWIN & ASSOCIATES	SURVEYOR	DATE	APPROVED
LAND SURVEYING AND MAPPING	1982	8/14/91	1982
PO BOX 844, POE CAMPBELL BLVD			
8802 DICKLAND			
			SCALE: 1"=100'

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION  
 PETITION FOR ROAD ADDITION  
 FORM SR-1 REVISED 1-9**

**RECEIVED**  
 MAY 30 2003  
**DISTRICT ENGINEER**

**ROADWAY INFORMATION:** (Please Print)

County: Lenoir Road Name: Brandon Road  
 (Please list additional street names and lengths on the back of this form.)

Subdivision Name: Bailey Heights Length (miles): .16

Number of occupied homes having street frontage: 5

Location: .7 miles N S (E) W of the intersection of Route <old Hwy 11> and Route SR 1800  
 (Circle one) (SR, NC or US) (SR, NC or US)

We, the undersigned, being property owners and/or developer of Bailey Heights in Lenoir County County, do hereby request the Division of Highways to add the above described road.

**CONTACT PERSON:** Name and Address of First Petitioner. (Please Print)

Name: William B. Simmons Phone Number: (H) 252-527-4753  
(W) 252-523-5107  
(cell) 252-559-6746  
 Street Address: 991 Neuse Rd.  
 Mailing Address: Kinston, N.C.

NAME	PROPERTY OWNERS MAILING ADDRESS	TELEPHONE
1. Brenda J Williams	P.O. Box 354 Grifton, N.C. <Lot 57> 4021 Brandon Rd. Grifton, N.C. Deed Dated 4-2-01 Recorded in Book 1212 Page 337 Lenoir County Registry	252-524-0896
2. Neta M. Mercer & Theresa D. Maxhimer	<Lot 7> 4003 Brandon Rd. Grifton, N.C. Deed Dated 12-3-99 Recorded Book 1166 Page 82 Lenoir County Registry	
Jimmy L. Worthington & wife Vernestine N. Worthington	P.O. Box 1161, Grifton, N.C. <Lot 8> 3997 Brandon Rd. Grifton, N.C. Deed Dated 12-1-99 Recorded Book 1166 Page 217 Lenoir County Registry	
1. Timmy Mitchell & wife Lisa M. Mitchell	P.O. Box 1461, Grifton, N.C. <Lot 22> 4014 Brandon Rd. Grifton, N.C. Deed dated 12-3-99 Recorded Book 1168, Page 724 Lenoir County Registry	
5. Beryl H. Dixon	P.O. Box 526 Grifton, N.C. <Lot 11> 3974 Brandon Rd. Grifton, N.C. Deed Dated 1-27-03 Recorded Book _____ Page _____ Lenoir County Registry	
6. William B. Simmons	991 Neuse Rd. Kinston, N.C. <Lots 3, 4, 6, 9, 10, 18, 19, 20, 21, 23, 24, 25, + 1> Recorded Book 735 Page 774 Lenoir County Registry	

Developer  
 5-30-03 William B. Simmons

**INSTRUCTIONS FOR COMPLETING PETITION:**

1. Complete Information Section
2. Identify Contact Person (This person serves as spokesperson for petitioner(s)).
3. Attach four (4) copies of recorded subdivision plat or property deeds, which refer to candidate road.
4. Adjoining property owners and/or the developer may submit a petition. Subdivision roads with prior NCDOT review and approval only require the developer's signature.
5. If submitted by the developer, encroachment agreements from all utilities located within the right of way shall be submitted with the petition for Road addition. However, construction plans may not be required at this time.
6. Submit to District Engineer's Office.

**FOR NCDOT USE ONLY:** Please check the appropriate block

- Rural Road     Subdivision established prior to October 1, 1975     Subdivision established after October

**REQUIREMENTS FOR ADDITION**

If this road meets the requirements necessary for addition, we agree to grant the Department of Transportation a right-of-way of the necessary width to construct the road to the minimum construction standards of the NCDOT. This right-of-way will extend the entire length of the road that is requested to be added to the state maintained system and will include the necessary areas outside of the right-of-way for cut and fill slopes and drainage. Also, we agree to dedicate additional right-of-way at intersections for sight distance and design purposes and to execute said right-of-way agreement forms that will be submitted to us by representatives of the NCDOT. The right-of-way shall be cleared at no expense to the NCDOT, which includes the removal of utilities, fences, other obstructions, etc.

General Statute 136-102.6 (see page 29 for Statute) states that any subdivision recorded on or after October 1, 1975, must be built in accordance with NCDOT standards in order to be eligible for addition to the State Road System.

<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>	<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>
Brandon Rd	5	900 ft.			

Developer:  
5-30-03 William B. Simmons



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

JAMES B. HUNT JR.  
GOVERNOR

P.O. BOX 25201, RALEIGH, N.C. 27611-5201

E. NORRIS TOLSON  
SECRETARY

March 16, 1998

Mr. William B. Simmons  
991 Neuse Road  
Kinston, NC 28501

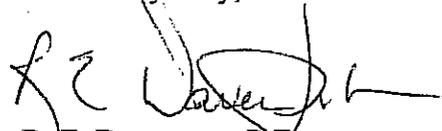
Subject: Brandon Road in Bailey Heights Subdivision  
SR 1800 - Lenoir County

Dear Mr. Simmons:

I recently inspected the pavement on Brandon Road and found it to be acceptable to the N. C. Department of Transportation.

If I can further assist, please advise.

Yours very truly,



R. E. Davenport, P.E.  
District Engineer

RED:ba

**INTRODUCED BY:** Michael W. Jarman, County Manager **DATE:** 12/03/07 **ITEM NO.** 11

Resolution Declaring Brick House Located at 2845 Hodges Farm Road as Surplus Property and Authorize the Sale of the Surplus Property

**SUBJECT AREA:** Administrative

**ACTION REQUESTED:**

The Board is requested to declare the brick house located at 2845 Hodges Farm Road, house only not the land, as surplus property and authorize the sale of the surplus property through the negotiated offer and upset bid process in accordance with the procedures set forth in N.C. General Statute 160A-269.

**HISTORY/BACKGROUND:**

In 2004 the County purchased a small parcel of land located at 2845 Hodges Farm Road. This property is adjacent to the landfill. The purpose of this acquisition was to expand the "buffer zone" around the landfill. Located on this parcel is a small brick veneer house. Administration had planned to move the house to Deep Run and remodel it to be used as an EMS station; however, it proved more economical to construct a new metal building in Deep Run.

**EVALUATION:**

The County owns a small parcel of land located at 2845 Hodges Farm Road. The land is being used as a "buffer" adjacent to the existing county owned landfill. The County has no use for the small brick veneer house located on this parcel. County Administration is requesting the approval of the Board to **sell the brick house only, not the land**, through the negotiated offer and upset bid process in accordance with procedures set forth in N.C. General Statute 160A-269. A condition of the sale will be that the buyer must remove the house from the property, **at his own expense**, within 60 days from the closing of the purchase.

**MANAGER'S RECOMMENDATION:**

Respectfully recommend approval. \_\_\_\_\_

**RESOLUTION: NOW THEREFORE BE IT RESOLVED** by the Lenoir County Board of Commissioners that the County owned brick house located at 2845 Hodges Farm Road, house only not the land, be declared as surplus property and authorize the County Manager to sell the surplus property through the negotiated offer and upset bid process in accordance with the procedures set forth in N.C. General Statute 160A-269.

**AMENDMENTS:**

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

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

YEA VOTES: Brown \_\_\_\_\_ Davis \_\_\_\_\_ Graham \_\_\_\_\_ Harper \_\_\_\_\_  
Humphrey \_\_\_\_\_ Stroud \_\_\_\_\_ Taylor \_\_\_\_\_

\_\_\_\_\_  
George W. Graham, Jr., Chairman      12/03/07  
Date

\_\_\_\_\_  
ATTEST                      Date

**INTRODUCED BY:** Michael Jarman, County Manager **DATE:** 12/03/07 **ITEM NO.:** 12A.

Resolution Approving Purchase Order with Jarman Tire: \$5,000

**SUBJECT AREA:** Financial

**ACTION REQUESTED:**

The Board is requested to authorize the Sheriff to execute a purchase order with Jarman Tire to provide tire related services to the Sheriffs Office.

**HISTORY / BACKGROUND:**

The Sheriff's Office has been doing business with Jarman Tire for several years. Tires purchased from Jarman Tire have typically been installed on Sheriff's Office patrol vehicles. A purchase order with Jarman Tire had previously been obtained, but funds in the purchase order have been depleted.

**EVALUATION:**

Jarman Tire provides Goodyear tires at state contract rates. Over the past 5 months the Sheriff's Office has depleted funding within the purchase order that had previously been established with Jarman Tire. It is the Sheriffs intent to move \$5000 from the Sheriff's vehicle maintenance and repair line to fund the new purchase order. The Sheriff respectfully recommends that the Board of Commissioners approve the request for a purchase order with Jarman Tire.

**MANAGER'S RECOMMENDATION:**

Respectfully Request Approval.

\_\_\_\_\_  
Initials

**RESOLUTION: NOW THEREFORE BE IT RESOLVED** by the Lenoir County Board of Commissioners that the Sheriff execute a purchase order with Jarman Tire.

Jarman Tire-----\$5,000

Funding Account #: 10-4310-3530 \$5,000

**AMENDMENTS:**

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

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

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

Humphrey \_\_\_\_\_ Stroud \_\_\_\_\_ Taylor \_\_\_\_\_

\_\_\_\_\_  
George W. Graham, Jr. Chairman      12/03/07  
Date

\_\_\_\_\_  
ATTEST                      12/03/07  
Date

**INTRODUCED BY:** Michael Jarman, County Manager **DATE:** 12/03/07 **ITEM NO.:** 12B.

Resolution Approving Purchase Order with Gately Communications, Co.: \$13,000

**SUBJECT AREA:** Financial

**ACTION REQUESTED:**

The Board is requested to authorize the Sheriff to execute a purchase order with Gately Communications, Co., to provide radio installation and repair services for the Sheriff's Office.

**HISTORY / BACKGROUND:**

The Sheriff's Office has been using Coastal Electronics for the past several years to repair and install radio equipment, as well as other emergency equipment. Coastal Electronics is no longer in business, which leaves the Sheriff's Office without these services. Gately Communications and Radio One have both expressed an interest in doing business for the Sheriff's Office.

**EVALUATION:**

Gately Communications has opened a local office in Kinston. Radio One has offices in Greenville and Jacksonville. Both have provided the Sheriff's Office with the prices for radio repairs and installation of emergency equipment. Gately Communications provided a more competitive price. The fact that Gately Communications has a shop located in Kinston makes it more convenient to obtain these services.

The Sheriff respectfully recommends that the Board of Commissioners approve the request for a purchase order with Gately Communications to perform radio/emergency equipment repair and installation.

**MANAGER'S RECOMMENDATION:**

Respectfully Request Approval.

\_\_\_\_\_  
Initials

**RESOLUTION: NOW THEREFORE BE IT RESOLVED** by the Lenoir County Board of Commissioners that the Sheriff execute a purchase order with Gately Communication, Co.

Gately Communications, Co.-----\$13,000

Funding Account #: 10-4310-3290 \$13,000

**AMENDMENTS:**

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

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

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

Humphrey \_\_\_\_\_ Stroud \_\_\_\_\_ Taylor \_\_\_\_\_

\_\_\_\_\_  
George W. Graham, Jr. Chairman      12/03/07  
Date

\_\_\_\_\_  
ATTEST                      12/03/07  
Date

**INTRODUCED BY:** Michael Jarman, County Manager **DATE:** 12/03/07 **ITEM NO.:** 13

Resolution Authorizing the MIS Director to Purchase a new Backup Server with new Ultrium Backup Drive along with Supplies off of State Contract from CDS Networks and Services - \$10,852

**SUBJECT AREAS:** Purchases / Bids

**ACTION REQUESTED:**

Approval of a Resolution to purchase an HP Proliant Backup Server with an HP Storgeworks external Ultrium 1840 Tape Drive for backups off of State Contract from CDS Network and Services.

**HISTORY/BACKGROUND:**

Lenoir County is continually adding services for its citizens. As most of the services are now added or updated, they involve the use of technology. This is causing a rapid increase in the amount of data that is having to be kept. Due to this increase, we can no longer do our backups with a single backup server solution. This service has increased to taking over 3 days to realize a full backup scenario.

**EVALUATION:**

By purchasing a new and larger backup server, we should be set so that we can handle the current increase of data for the next 4 to 5 years depending on something unforeseen happening. This purchase will allow us to be able to backup in excess of 2 Terabytes of data each evening. We are currently doing approximately ¼ of a Terabyte each evening with our data storage right now sitting at approximately ¾ of a Terabyte.

**MANAGER'S RECOMMENDATION:**

Respectfully Recommend Approval.

\_\_\_\_\_  
**INITIALS**

**RESOLUTION: NOW, THEREFORE BE IT RESOLVED** By the Lenoir County Board of Commissioners that the County execute purchase order CDS Networks and Services for the Purchase of an HP Proliant Server and HP Storageworks Ultrium Tape Drive and associated software for \$10,852.00 from account 10-4210-5100.

**AMENDMENTS**

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

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

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

Humphrey \_\_\_\_\_ Stroud \_\_\_\_\_ Taylor \_\_\_\_\_

\_\_\_\_\_  
George W. Graham, Jr., Chairman      12/03/07  
Date

\_\_\_\_\_  
ATTEST                      Date

**INTRODUCED BY:** Michael Jarman, County Manager **DATE:** 12/03/07 **ITEM NO.** 14

Resolution Authorizing Lenoir County Health Department to Execute Purchase Order Contracts  
to: 1) Duncan-Parnell Products (\$15,575); and  
2) Marks Products, Inc. (\$2,773)

**SUBJECT:** Financial

**ACTION REQUESTED:**

The Board is asked to grant permission to Lenoir County Health Department to utilize state Environmental Health funds allotted to support the Private Drinking Water Wells Program to purchase three GeoXT Standalone Systems (\$15,575) and one Borehole Camera System (\$2773).

Environmental Health –  
10-5180-2905 (Water Quality Program) ----- \$18,348.

**HISTORY/BACKGROUND:**

The Lenoir County Board of Health adopted local rules regulating Private Drinking Water Wells effective December 31, 2007. The Department of Environment and Natural Resources allotted \$20,000 to local health departments to off set costs associated with implementing the local program. The money is to be used to purchase equipment, supplies, training, travel, etc.

**EVALUATION:**

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

**MANAGER'S RECOMMENDATION:**

Respectfully recommend approval.

\_\_\_\_\_  
**INITIALS**

**RESOLUTION: NOW, THEREFORE, BE IT RESOLVED** by the Lenoir County Board of Commissioners to authorize purchase order contracts to Duncan-Parnell Products (\$15,575) and Marks Products, Inc. (\$2,773).

**AMENDMENTS:**

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

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

YEA VOTES: Brown \_\_\_\_\_ Davis \_\_\_\_\_ Graham \_\_\_\_\_ Harper \_\_\_\_\_  
Humphrey \_\_\_\_\_ Stroud \_\_\_\_\_ Taylor \_\_\_\_\_

\_\_\_\_\_  
George W. Graham, Jr., Chairman      12/03/07  
Date

\_\_\_\_\_  
ATTEST                      12/03/07  
Date

**INTRODUCED BY:** Michael W. Jarman, County Manager **DATE:** 12/03/07 **ITEM:** 15

Resolution Approving Contract for Transfer of Sanitary Sewer System to Town of Pink Hill

**SUBJECT AREA:** Administrative

**ACTION REQUESTED:**

The Board is requested to approve a contract for the transfer of sanitary sewer system from the Deep Run Water and Sewer District to the Town of Pink Hill.

**HISTORY/BACKGROUND:**

The Deep Run Water and Sewer District was created by action of the Lenoir County Board of Commissioners on June 17, 2002. The Deep Run Water and Sewer District's initial project was to construct lines and pump stations satisfactory to collect wastewater from Moss Hill School, South Lenoir High School, and the Village of Deep Run. The wastewater was treated by expanding the capacity of the Town of Pink Hill's wastewater treatment plant. The initial sanitary sewer collection system, consisting mainly of force mains, originates at the Moss Hill Elementary School, heads east down NC Hwy. 55, then in a predominantly southerly direction down Elmore Davis Road (SR1153), to Burncoat Road (SR1154), to Smith Grady Road (SR1152), to NC Hwy. 11, to South Lenoir High School, to the Village of Deep Run, to NC Hwy. 11, to the Town of Pink Hill's wastewater treatment plant. The entire project cost approximately \$4.6 million and was paid with 100% grant funds.

In January of 2007, the Board approved an engineering services agreement with The Wooten Company to facilitate the transfer of ownership of the sanitary sewer system to the Town of Pink Hill. On November 21, 2007, the Board of Commissioners of the Town of Pink Hill held a special meeting to vote on the acceptance of the transfer of ownership of the sanitary sewer system from the Deep Run Water and Sewer District to the Town. The vote was unanimous to accept the transfer of the sanitary sewer system from the Deep Run Water and Sewer District.

**EVALUATION:**

At this time the Deep Run Sewer District has a total of 91 customers. The maintenance of the Deep Run Sewer System is handled on a part-time basis by an employee of the Town of Pink Hill and an employee of Deep Run Water Corporation. The Town of Pink Hill has a contract with the District for the treatment of the wastewater. The billing of customers is now being handled manually by the Lenoir County Finance Office based on water usage provided by Deep Run Water Corporation. Since this is the only sewer system active in the County at this time, and the Town of Pink Hill is treating the wastewater generated by the system along with wastewater generated within it's town limits, and since the Town of Pink Hill has a utility billing and collection system in place, and since the Town of Pink Hill is handling most of the day-to-day maintenance of the system and has full-time maintenance personnel on staff, and since the Town of Pink Hill wishes to expand it's sewer system in an effort provide efficient sewer service to the citizens of the Town and the District, the transfer of the sanitary sewer system from the Deep Run Water and Sewer District to the Town of Pink Hill will achieve the goal of providing the most efficient operation and best sewer service to the community. The Wooten Company is familiar with the system having worked with both the District and the Town of Pink Hill during the construction of the project and has agreed to handle all aspects of transferring the sanitary sewer system to the Town of Pink Hill.

**MANAGER'S RECOMMENDATION:**

Respectfully recommend approval.

\_\_\_\_\_  
Initials

**RESOLUTION: NOW THEREFORE, BE IT RESOLVED** by the Board of the Deep Run Water and Sewer District, that the contract for transfer of the sanitary sewer system from the Deep Run Water and Sewer District to the Town of Pink Hill be approved and authorize the District Board Chairman to execute the contract, which is incorporated and made part of this resolution by reference.

**AMENDMENTS:**

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

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

YEA VOTES: Graham \_\_\_\_\_ Taylor \_\_\_\_\_ Brown \_\_\_\_\_ Davis \_\_\_\_\_  
Harper \_\_\_\_\_ Humphrey \_\_\_\_\_ Stroud \_\_\_\_\_

\_\_\_\_\_  
George W. Graham, Jr., Chairman      12/03/07  
Date

\_\_\_\_\_  
ATTEST                      12/03/07  
Date

**INTRODUCED BY:** Michael Jarman, County Manager **DATE:** 12/03/07 **ITEM NO.** 16

Resolution Approving Citizens to Boards, Commissions, Etc.

**SUBJECT AREA:** Boards and Commissions

**ACTION REQUESTED:**

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

**HISTORY / BACKGROUND:**

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

**EVALUATION:**

The following Boards currently have existing vacancies/expiring terms.

<u>BOARD/COMMITTEE/COMMISSION</u>	<u>APPLICANT/ CURRENT MEMBER</u>	<u>TERM EXPIRATION</u>
Lenoir County Economic Development Board 1 <sup>st</sup> Appearance	William B. Taylor, II (Re-appointment) Carol Sykes (Appointment)	December 2010

**CURRENT VACANCIES:**

**Lenoir County Economic Development Board – At-Large Member**

**Lenoir County Health Board – One (1) Vacancy; (1) Veterinarian**

**Grifton Planning Board – One (1) Vacancy**

**JCPC – One (1) Vacancy; 1-Juvenile Attorney**

**Lenoir County Planning Board – District 1 & 3**

**CJPP – Four (4) Vacancies**

**Kinston Board of Adjustment – Two (2) ETJ Members; (1) Primary – (1) Alternate**

**Lenoir County Transportation Committee – GTP Authority Member**

**MANAGER'S RECOMMENDATION:**

\_\_\_\_\_  
Initials

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

<u>BOARD/COMMITTEE/COMMISSION</u>	<u>APPLICANT/ CURRENT MEMBER</u>	<u>TERM EXPIRATION</u>
Lenoir County Economic Development Board <b>1<sup>st</sup> Appearance</b>	William B. Taylor, II (Re-appointment) Carol Sykes (Appointment)	December 2010

**AMENDMENTS:**

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

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

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

Humphrey \_\_\_\_\_ Stroud \_\_\_\_\_ Taylor \_\_\_\_\_

\_\_\_\_\_  
Chairman 12/03/07  
Date

\_\_\_\_\_  
ATTEST 12/03/07  
Date

APPLICATION FOR APPOINTMENT  
to  
LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

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

Advisory Board/Committee/Commission interested in:

*Lenoir County 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: William B. Taylor, II  
Address: 524 John Green Smith Rd.  
City/State/Zip: Kinston NC 28504  
Telephone: (Home) 522-3595 (Work) 527-1106  
Occupation: Funeral Director  
Business Address: 1608 W. Vernon Ave.  
Age: (Optional): 46  
Number hours available per month for this position: As needed  
Training: \_\_\_\_\_  
Business and Civic Experience/Skills: Owner of Howard-Carter Funeral Home  
East Carolina Auction Co. Committee of 100  
Other County Boards/Committees/Commissions presently serving on: NONE

Expiration date of Term: 12/2010

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)         |
| Falling Creek (Banks Elementary School Gym) | <u>Woodington (Woodington Middle School)</u> |

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.

William Taylor by [Signature]  
Signature of Applicant

November 27, 2007  
Date

APPLICATION FOR APPOINTMENT  
to  
LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Advisory Board/Committee/Commission interested in:

Lenoir County 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: Carol Sykes  
 Address: 105 W. Lynwood Ave.  
 City/State/Zip: Pink Hill, NC 28572  
 Telephone: (Home) 252-568-3445 (Work) 252-568-3181  
 Occupation: Retired  
 Business Address: PO Box 530  
 Age: (Optional): 65  
 Number hours available per month for this position: As Needed  
 Training: —  
 Business and Civic Experience/Skills: American Red Cross, First Citizens Bank Board, Boys & Girls Club of America  
 Other County Boards/Committees/Commissions presently serving on: Pink Hill Commissioner  
 Expiration date of Term: 12/31/10

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)               | <u>Pink Hill 2 (Pink Hill Rescue Station)</u> |
| K-6 (Teachers Memorial School)              | Sand Hill (Sand Hill VF Department)           |
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| K-8 (Holloway Recreation Center)            | Trent 1 (Deep Run VF Department)              |
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| 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.

Carol Sykes  
Signature of Applicant

November 28, 2007  
Date