

January 7, 2013 8:30 A.M.

JONES COUNTY BOARD OF COMMISSIONERS

REGULAR MEETING

JONES COUNTY OFFICE COMPLEX – COMMISSIONERS’ ROOM

MINUTES

COMMISSIONERS PRESENT:

Frank Emory, Chairman
Mike Haddock, Vice-Chairman
Sondra Ipock-Riggs, Commissioner
Joe Wiggins, Commissioner
Zack Koonce, III, Commissioner

OFFICIALS PRESENT:

Franky J. Howard, County Manager
Jennifer King, Clerk to the Board
Jimmie B. Hicks, County Attorney

The Chairman called the meeting to order and gave the invocation. A **MOTION** was made by Joe Wiggins, seconded by Sondra Ipock-Riggs, and unanimously carried **THAT** the agenda be approved as presented.

MOTION made by Sondra Ipock-Riggs, seconded by Zack Koonce, and unanimously carried **THAT** the minutes of December 3, 2012, be approved.

1. COASTAL COMMUNITY ACTION – GRANT APPLICATION

Charlotte Neely explained that this is year three of Coastal Community Actions three-year plan. Ms. Neely recognized Jerol Bryant and Ivy Reid who were CCA board members that were in attendance. Ms. Neely introduced Patricia Benefield, Family Development Specialist, to the Board. Ms. Benefield stated that she had been working with Jones County since 2006 and provided an overview and update on the comprehensive program offered in Jones County.

There were no comments in regard to the program.

2. 2011 CDBG CATALYST GRANT

MOTION made by Sondra Ipock-Riggs, seconded by Joe Wiggins and unanimously carried **THAT** the following items be approved:

1. Resolution Authorizing Execution of CDBG Documents
2. Financial Management Resolution
3. Grant Project Budget Ordinance
4. Resolution Approving CDBG Policies, Plans and Guidelines

The above items are marked Exhibit A and are hereby incorporated by reference and made a part of these minutes.

3. PROJECT BUDGET REVISION

MOTION made by Joe Wiggins, seconded by Sondra Ipock-Riggs, and unanimously carried **THAT** the 2010 CDBG SS Budget Revision be approved as presented. A copy of

the resolution is marked Exhibit B and is hereby incorporated by reference and made a part of these minutes.

PUBLIC COMMENT PERIOD:

There were no public comments.

4. TAX COLLECTIONS REPORT

Franky Howard, County Manager, presented the December Tax Collections Report showing a total collections of \$2,506,949.09 (44.06%).

5. TAX REFUND – JEROL BRYANT

MOTION made by Sondra Ipock-Riggs, seconded by Joe Wiggins, and unanimously carried **THAT** a tax refund be issued to Jerol Bryant in the amount of \$87.85 for taxes paid in error.

6. INVOICE – SUMRELL, SUGG, CARMICHAEL, HICKS & HART, P.A.

MOTION made by Joe Wiggins, seconded by Sondra Ipock-Riggs, and unanimously carried **THAT** an invoice for services rendered by Sumrell, Sugg, Carmichael, Hicks & Hart, P.A. be approved for payment as follows:

General Legal	\$1153.10
DSS	1,924.60
EMT vs. Jones County	<u>1,697.74</u>
	\$4,775.44

7. SECONDARY ROADS STATEMENT

Franky Howard presented the secondary roads statement to the Board. The statement listed which secondary roads the NCDOT has made improvements to for the previous calendar year using Secondary Road Construction Funds, the amount expended for the improvements and the status of the improvements. No action was needed or taken on this item.

8. MILITARY GROWTH TASK FORCE – STAND DOWN

Mr. Howard explained to the Board that the Military Growth Task Force dissolved as the Task Force accomplished all that it was tasked to complete by the North Carolina's Eastern Region.

9. PAY REQUEST NUMBER 5 – POLLOCKSVILLE INDUSTRIAL PARK

Charles Joyner of McDavid Associates explained that in the process of boring under the Trent River they had hit rock. Mr. Joyner would like for the Board to approve the use of contingency funds to contract with another company to bore through the rock. There is approximately \$80,000 in contingency funds remaining.

There was some discussion concerning water lines within the County. Sondra Ipock-Riggs asked if there would be a request for additional funds from the County. Mr. Joyner

and Mr. Howard stated that the rock boring would not require County funds as contingency funds were available.

MOTION made by Sondra Ipock-Riggs, seconded by Joe Wiggins, and unanimously carried **THAT** Franky Howard, Charles Joyner, and Frank Emory may negotiate for contingency funds in regard to boring through rock for the Pollocksville Industrial Park project.

MOTION made by Mike Haddock, seconded by Zack Koonce, and unanimously carried **THAT** pay request number 5 be approved for payment in the amount of \$115,261.28 using Pollocksville Industrial Park funds.

10. HAROLD BATES FOUNDATION – GRANT

Mr. Howard discussed the Highway 17 Economic Impact Study with the Board. The Board would like a letter to be addressed to the Governor in regard to ensuring funds for the Highway 17 project remain in the budget. Jennifer King, Clerk to the Board, will draft a letter in regard to this concern.

PUBLIC COMMENT PERIOD:

Sylvester Bruinton stated that his neighbor has a lot of chickens and that the roosters crow all night long. Mr. Bruinton wanted to know what his options were and he was told that Mr. Howard will contact the Sheriff's Office to see if anything can be done.

COUNTY MANAGER'S REPORT

Mr. Howard informed the Board that Requests for Proposals for construction for the 911 consolidation project had been submitted.

Mr. Howard gave a quick update on the Jones County Health Department. Mr. Howard will be meeting with someone who is interested in working as the Interim Health Director for Jones County. Sondra Ipock-Riggs requested that the excess Health Department fund balance be moved to general fund. Jimmie Hicks advised the County to check with our auditors before moving any funds to avoid a finding in the audit. Sondra Ipock-Riggs explained that she had over one-hundred calls from citizens complaining about the Health Department being shut down for two-days to facilitate training. Mr. Howard explained this issue has been addressed and should not happen again.

COMMISSIONER'S REPORTS

Sondra Ipock-Riggs

Mrs. Ipock-Riggs suggested that a memo be sent to all departments that have board authority stating that if the department is shut down all board members will be dismissed.

Mrs. Ipock-Riggs requested all board members be contacted if there is an issue with the water supply like we had with the busted line last week.

Mike Haddock

Mr. Haddock stated that the fire department members should receive training from our Water Supervisor as to how to rebuild fire hydrants.

MOTION made by Joe Wiggins, seconded by Sondra Ipock-Riggs, and unanimously carried **THAT** the meeting be adjourned at 9:40 a.m.

Frank Emory
Chairman

Jennifer King
Clerk to the Board

EXHIBIT A



R S M HARRIS ASSOCIATES, INC.

PLANNERS-CONSULTANTS-DEVELOPERS

POST OFFICE BOX 10037
GOLDSBORO, NORTH CAROLINA 27532-0037
TELEPHONE 919.751.0909

2719 GRAVES DRIVE, SUITE 2
GOLDSBORO, NORTH CAROLINA 27534
FAX 919.751.0909

EMAIL cdharris@rsmharris.com

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To: Franky Howard
County Manager

From: C. David Harris
CDBG Project Manager

Date: December 28, 2012

Project: Jones County 2011 CDBG Catalyst [Grant No. 11-C-2373]
Agenda Items for January 7, 2013 Board Meeting

Attached are the following documents that the Board of Commissioners will need to approve at the January 7, Board meeting related to the 2011 CDBG Catalyst Grant – Hawthoren Lane Housing and Community Development Project. The items can be approved with one motion.

1. Resolution Authorizing Execution of CDBG Documents
2. Financial Management Resolution
3. Grant Project Budget Ordinance
4. Resolution Approving CDBG Policies, Plans and Guidelines

Please contact me if any questions.

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

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

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

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

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

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

THAT, Frank Emory, Chairman; Franky Howard, County Manager; Melissa Moore-Freeman, Finance Officer; and Jennifer King, Clerk to the Board; are hereby authorized to accept the grant offer on behalf of the County of Jones and execute the Grant Agreement, Funding Approval Form, and related grant documents and all subsequent documents and reports required by the State of North Carolina during the implementation of the grant project; and

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

Adopted this 7th day of January, 2013 at Jones County, North Carolina



A handwritten signature in black ink, appearing to read "Jennifer King", is written over a horizontal line.

Jennifer King

Clerk to the Board

Title

COUNTY OF JONES
FINANCIAL MANAGEMENT RESOLUTION
2011 CDBG NC CATALYST PROJECT

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

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

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

- (1) Melissa Moore-Freeman will serve as Grant Finance Officer and will be responsible for financial management of the 2011 CDBG NC Catalyst Project according to the requirements of 4 NCAC 19L.
- (2) BB&T, Trenton, North Carolina is hereby designated as the official depository for revenues budgeted for the 2011 CDBG NC Catalyst Project.
- (3) Franky Howard, County Manager; Melissa Moore-Freeman, Finance Officer; Jennifer King, Clerk to the Board; and Amanda Meadows, Assistant Finance Officer are hereby designated as individuals certified to sign requisitions for 2011 CDBG NC Catalyst Project Grant funds.
- (4) That Frank Emory, Chairman, is hereby directed to sign the "Signatory Forms and Certifications" as the "Certifying Official; and return the forms along with all other materials as necessary to the respective agencies.

Resolved this 7th day of January, 2013 at Jones County, North Carolina





Jennifer King

Clerk to the Board

Title

**COUNTY OF JONES
GRANT PROJECT BUDGET ORDINANCE
2011 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

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

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

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

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

1. Community Development Block Grant	<u>\$500,000</u>	
TOTAL REVENUES		\$500,000

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

1. Clearance	30,000	
2. Rehabilitation	80,000	
3. Reconstruction	140,000	
4. Street Improvements	135,000	
5. Drainage Improvements	27,000	
6. Sidewalk Improvements	10,000	
7. Water Improvements	28,000	
8. Administration	<u>50,000</u>	
TOTAL EXPENDITURES		\$500,000

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

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

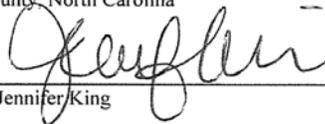
Section VII. The finance officer is directed to report monthly on the financial status of each project element in Section IV and on the total grant revenues received or claimed.

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

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

Adopted this 7th day of January, 2013 at Jones County, North Carolina





Jennifer King

Clerk to the Board

Title

RESOLUTION BY THE BOARD OF COMMISSIONERS

OF THE COUNTY OF JONES

APPROVING CDBG POLICIES, PLANS AND GUIDELINES

WHEREAS, the County of Jones has the need for housing and neighborhood improvements within many areas of the County; and

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

WHEREAS, the County of Jones has been awarded a \$500,000 NC Catalyst grant under the 2011 Small Cities Community Development Block Grant Program; and

WHEREAS, the County of Jones is required by the NC Division of Community Assistance to update the policies, plans and guidelines used to implement the CDBG grants with each new grant,

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

THAT, The County of Jones hereby approves the policies, plans and guidelines needed to implement the current CDBG grant projects, including the following policies and plans:

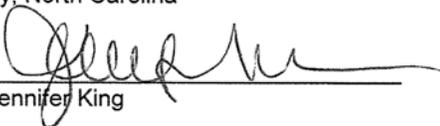
Equal Employment and Procurement Plan
Section 3 Plan – Local Economic Benefit for Low and Very Low Income Persons
Residential Anti-Displacement and Relocation Assistance Plan
Section 504 Self-Evaluation Plan
Optional Coverage Relocation Plan

THAT, Frank Emory, Chairman; Franky Howard, County Manager; Melissa Moore-Freeman, Finance Officer; and Jennifer King, Clerk to the Board; are hereby authorized to sign the policies, plans and guidelines and submit to NC Division of Community Assistance; and

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

Adopted this 7th day of January, 2013, at Jones County, North Carolina




Jennifer King

Clerk to the Board
Title

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

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

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

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

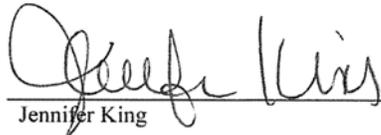
NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the County of Jones,

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 \$75,000.00; and

THAT, Franky Howard, County Manager, is hereby authorized to execute a professional services contract between the County of Jones 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 7th day of January, 2013 at Jones County, North Carolina





Jennifer King

Clerk to the Board

Title

EXHIBIT B

COMMUNITY DEVELOPMENT BLOCK GRANT BUDGET REVISION

PROJECT BUDGET REVISION FORM			
Per Bulletin 03-1			
NAME OF GRANTEE:		County of Jones	
GRANT NUMBER:		10-C-2123	
CDBG GRANT AMOUNT:		\$400,000.00	
DATE:		November 19, 2012	
ACTIVITY	PRESENT BUDGET	PROPOSED CHANGES IN BUDGET	REVISED BUDGET (REVISION # 1)
a. Acquisition			\$0.00
b. Disposition			\$0.00
c. Public facilities and improvements			\$0.00
(1) Senior and handicapped centers			\$0.00
(2) Parks, playgrounds and recreation facilities			\$0.00
(3) Neighborhood facilities			\$0.00
(4) Solid waste disposal facilities			\$0.00
(5) Fire protection facilities and equipment			\$0.00
(6) Parking facilities			\$0.00
(7) Public utilities, other than water and sewer			\$0.00
(8) Water & Sewer improvements (Grants prior to 1987)			\$0.00
(9) Street Improvements			\$0.00
(10) Flood and drainage improvements			\$0.00
(11) Pedestrian improvements			\$0.00
(12) Other public facilities			\$0.00
(13) Sewer (Grants beginning 1987)			\$0.00
(14) Water (Grants beginning 1987)			\$0.00
d. Clearance activities	\$6,000.00	\$2,000.00	\$8,000.00
e. Public Services			\$0.00
f. Relocation assistance	\$86,000.00	\$36,000.00	\$122,000.00
g. Construction, rehabilitation and preservation activities			\$0.00
(1) Construction or rehabilitation of commercial and industrial buildings			\$0.00
(2) Rehabilitation of privately owned dwellings			
a. Rehabilitation			\$0.00
b. Reconstruction	\$238,000.00	-\$38,000.00	\$200,000.00
c. Clearance	\$30,000.00		\$30,000.00
d. Temporary Relocation Expenses			\$0.00
(3) Rehabilitation of publicly owned dwellings			\$0.00
(4) Code enforcement			\$0.00
(5) Historic preservation			\$0.00
h. Development financing			\$0.00
(1) Working capital			\$0.00
(2) Machinery and equipment			\$0.00
i. Removal of architectural barriers			\$0.00
j. Other Activities			\$0.00
k. SUBTOTAL	\$360,000.00	\$0.00	\$360,000.00
l. Planning			
m. Administration	\$40,000.00	\$0.00	\$40,000.00
n. TOTAL	\$400,000.00	\$0.00	\$400,000.00

Authorized Signature

Frank Emory
Frank Emory - Chairman