

**AGENDA – MEETING
GREENE COUNTY BOARD OF COUNTY COMMISSIONERS
10:00 AM – THE WELLNESS CENTER MONDAY, DECEMBER 6, 2021**

A. CALL TO ORDER

Invocation/Pledge to the Flag

B. ELECTION OF CHAIRMAN

C. ELECTION OF VICE CHAIRMAN

D. APPROVAL OF AGENDA

E. CONSENT AGENDA

1. November 15, 2021 Regular Meeting Minutes
2. Releases/Refunds
3. Consideration of Late Applications for Disabled Veteran Exclusion & Present Use Value
4. Budget Amendment; EMS
5. Budget Amendment; Admin

F. PUBLIC COMMENTS

G. COUNTY MANAGERS REPORT

1. Request for a Public Hearing for Economic Development Incentives
2. Health Department; Request for new CPT codes
3. Resolution; Amendment 2, NC911 Grant
4. Resolution; 2022 Regular Meeting Schedule
5. 2022 Holiday Schedule
6. Recommendations from Greene County Transportation Committee
7. Custodial Maintenance Proposals

Information: Requesting RFQ's for HVAC work for use with ARP Funds

H. COUNTY ATTORNEY COMMENTS

I. COMMISSIONER'S REPORT AND RECOMMENDATION

J. ADJOURN

Commissioners
Bennie Heath - Chairman
James T. Shackleford-Vice Chair
Jerry Jones
Susan Blizzard
Derek Burruss



County Manager
Kyle J. DeHaven

Finance Officer
Beverly T. Stroud

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Consent Agenda

Date: December 6, 2021

The Consent Agenda for the December 6, 2021 Regular meeting consists of the following items:

- 1.) November 15, 2021, Regular Meeting Minutes
- 2.) Releases/Refunds
- 3.) Consideration of late applications for disabled veterans exclusion and present use
- 4.) BA; EMS
- 5.) BA; Administration

Action Recommended:

Motion to accept the Consent Agenda

Board Action is Needed

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NORTH CAROLINA
COUNTY OF GREENE

The Greene County Board of Commissioners met in regular session on Monday, November 15, 2021 at 7:00 p.m. in the Wellness Center. Present for the meeting: Chairman Bennie Heath, Vice Chairman James T. Shackleford Jr, Commissioners Jerry Jones, Susan Blizzard and Derek Burress, County Manager Kyle DeHaven, County Attorney Gay Stanley and Deputy Clerk Kathy Mooring.

A. Call to Order

Chairman Bennie Heath called the meeting to order, and asked Commissioner Jones to give the invocation and lead the Pledge to the Flag.

B. Approval of Agenda

Chairman Heath asked for changes, additions or deletions to the Agenda as presented.

On motion by Commissioner Blizzard and seconded by Commissioner Jones, the Board voted unanimously to approve the Agenda as presented.

C. Consent Agenda

Chairman Heath asked if there were any changes to the Consent Agenda. Commissioner Blizzard noted the changes made to the October 4th and 18th regular meeting minutes.

- October 4, 2021 Regular Meeting Minutes
- October 18, 2021 Regular Meeting Minutes
- November 1, 2021 Regular Meeting Minutes
- Releases/Refunds
- Consideration of Late Elderly Exclusion Applications
- Monthly Tax Collection Report
- Budget Amendment; Health
- Budget Amendment; DSS (3)

Refunds: NCVTS Tax & Tag

Kenta Lamont Hall	\$4.66	Moana Kuehn Ormond	\$49.74		
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Releases: Ad Valorem Tax

Rom William Beaman, III	\$1,080.00	Jennie Sue Shorter	\$45.00	Micah Paul Moore	\$45.00
Joyce Best	\$45.00	Moye Fence Co.	\$993.00	Moye Fence Co.	\$406.78

D. Public Comments

None

E. County Manager Report

1. Mr. DeHaven presented a Resolution authorizing Greene County to file an Application for Building Reuse Grant from NC Rural Center for Project Exact. This application is for up to \$500,000.

On motion by Commissioner Jones and seconded by Commissioner Shackelford, the Board voted unanimously to approve the Resolution.

2. Mr. DeHaven next presented request to use ARP Funds for Premium Pay. He noted that two options were presented at the County Commissioners Retreat on November 10, 2021. He noted that the two options follow the same methodologies, but vary on dates of service and dollar amount per hour of service. Both options carefully follow the guidelines stated by treasury, and staff has documented the following of these guidelines. Option 1 consists of a time period of April 1, 2020 – February 28, 2021. Option 2 consists of a time period of April 1, 2020 through October 31, 2021. Costs of premium payments are defined in an attached matrix. (see attached)

On motion by Commissioner Jones to approve Option 2 and seconded by Commissioner Blizzard the Board voted unanimously to approve Option 2 Premium Pay.

F. County Attorney Report

Nothing at this time.

G. Commissioner's Report and Recommendations

Chairman Heath went over the county COVID number's for the past week. He also thanked the Health Department for all their hard work during this very trying time. Commissioner Jones asked Joy Brock, Director of Health Department how many children have been vaccinated since vaccines have been opened to children. Ms. Brock stated that approximately 30 children have been vaccinated. Commissioner Jones wanted to thank all fire department personnel who responded this morning to an incident on 258. He also thanked all who attended a ground breaking ceremony for the new LCC Ford Health and Science Center. Commissioner Burress started his comments by congratulating the Greene Central Soccer Team for their accomplishments in making it to the 2A Eastern Regionals for the first time in school history and wished them good luck as they pursue the State Championship. He also congratulated the Greene Central and Greene County Middle School Health Occupational Students (HOSA) for bringing home several individual and team awards during last weeks Regional Leadership Conference. He also asked that we keep the family, friends and co-workers of Ms. Lavada Clark in our thoughts and prayers. Ms. Clark was an active employee with 18 years of service to the Department of Social Services that passed away unexpectedly. He also asked that we keep the family and friends of Mr. Phil Lassiter in our thoughts and prayers. Mr. Lassiter had been working with our DSS office assisting with budget and expenditures and he passed away unexpectedly yesterday. The Town of Snow Hill will be hosting its annual Christmas Parade on December 4th at 2 p.m. Commissioner Burress announced that DSS's Low Income Household Water Assistance Program (LIHWAP) will begin sign-up December 1, 2021 and it will run through January 3, 2022 for individuals who have had their water service disconnected or are in jeopardy of having their water service disconnected. Individuals in these two groups who are categorically eligible which means they are receiving Food & Nutrition, Work First, or have received Low Income Energy Assistance Program payments in the last two years, will be data matched with information received by their water vendor and receive an automatic payment. All other individuals can begin signing up January 3, 2022 through March 31, 2022 or until funds are exhausted. On Wednesday, December 15th from 12:00 p.m. to 2:00 p.m. DSS will be hosting a chili fundraiser at the Wellness Center to benefit the Adult and Children's service program. The cost is \$5.00 a bowl or \$7.00 for a combo meal which includes chili, drink, dessert and bread. He also noted that the Health Department announced that there will be a NC Medicaid Managed Care drive-thru event on Tuesday November 16th from 5 – 7 p.m. in the Health Department parking lot. He also noted that this afternoon the NC Department of Transportation crews converted the intersection of NC Hwy 91 and Meadow Road into an all-way stop. He also reminded the County Manager that he requested an update be given at one of next month's meetings concerning the paramedic transition plan and the county's COVID 19 sick leave policy since December 31, 2020. Commissioner Blizzard asked Mr. DeHaven some questions about the HMPG program and he gave a brief update about the meetings he has had with some the residents. Commissioner Blizzard then asked if he would make arrangements for an update on

this with McDavid Associates. It was noted that Walstonburg and Hookerton will not be having Christmas Parades this year but Hookerton will be having their tree lighting.

H. ADJOURN

On motion by Commissioner Jones and second by Commissioner Blizzard to adjourn the meeting, the Board voted unanimously to adjourn.

Bennie Heath, Chairman

Attest:

Kyle J. DeHaven, Clerk to the Board

E2

[illegible]

[illegible]

E3

Stephanie C. Wiggins
Tax Administrator



229 Kingold Blvd
P.O. Box 482
Snow Hill, NC 28580

Phone 252-747-3615
Fax 252-747-5067

To: Mr. Kyle DeHaven, Greene County Manager
Greene County Board of Commissioners

From: Stephanie C. Wiggins, Greene County Tax Administrator

Date: December 6, 2021

Re: Tax Office Issues

Consideration of Late Applications for Disabled Veteran Exclusion and Present Use Value

The assessor has no authority to approve a late application for the Disabled Veteran Exclusion or Present Use Value Deferment. However, GS 105-282.1(a1) states "upon a showing of good cause by the applicant for failure to make a timely application, an application for exemption or exclusion filed after the date of the listing period may be approved by the Board of Commissioners". If approved, the application is for the current year and is not retroactive. Due to information on the application being confidential, a copy of the application is not attached.

Attached are letters from taxpayers requesting your consideration of their late applications. The applicant and parcel meet the eligibility requirements. Consideration of these late applications would be appreciated and is recommended since the Board has previously considered other late applications.

Disabled Veteran Exclusion:
Arthur Ray Holloman – Parcel 0900360

Present Use Value:
Christopher & Tammie Noble – Parcel 0624828 (agriculture)
George Herbert Hill – Parcels 0400297, 0400299, 0423266, 0424685, & 0424687
(agriculture)

RECEIVED

TO: Greene County Board of Commissioners

FROM: Arthur Ray Holloman

DATE: November 29, 2021

NOV 29 2021

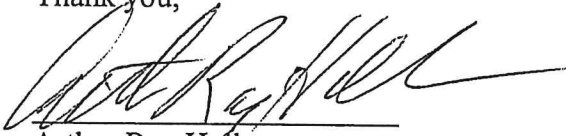
GREENE COUNTY
TAX DEPARTMENT

RE: Request for acceptance of late application for property tax relief
for the 2021 tax year on parcel number 0900360

Please accept my late application for property tax relief. My reason for filing
untimely is

VA WAS LATE SENDING

Thank you,



Arthur Ray Holloman

Stephanie Wiggins
Tax Administrator



229 Kingold Blvd.
P.O. Box 482
Snow Hill, NC 28580
(252) 747-3615

RECEIVED

TO: Greene County Board of Commissioners

NOV 15 2021

FROM: Christopher L Noble & Tammie H Noble

GREENE COUNTY
TAX DEPARTMENT

DATE: November 8th, 2021

RE: Request for acceptance of late present use value application on Parcel
0624828 and release of deferred taxes.

Please accept my request for acceptance of my late application for present use value on
the above referenced parcel. My reason for filing untimely is

Waiting on survey and legal paper-work

Christopher L Noble
Christopher L Noble

11/8/21
Date

Tammie H Noble
Tammie H Noble

11/8/2021
Date

Stephanie Wiggins
Tax Administrator



229 Kingold Blvd.
P.O. Box 482
Snow Hill, NC 28580
(252) 747-3615

TO: Greene County Board of Commissioners

FROM: George Herbert Hill

DATE: 11/15/2021, 2021

RE: Request for acceptance of late present use value application on Parcel
0400297, 0400299, 0423266, 0424685, 0424687

Please accept my request for acceptance of my late application for present use value on the above referenced parcel. My reason for filing untimely is

I inherited property from my mother who passed away
in May and I was unaware that I needed to complete
such application.

George Herbert Hill
George Herbert Hill

11-15-2021
Date

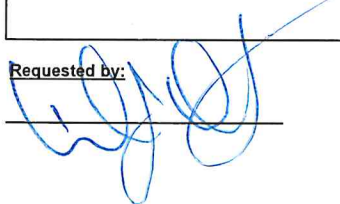
E5

GREENE COUNTY
LINE ITEM TRANSFER/BUDGET AMENDMENT
12/6/21
GENERAL FUND

LINE ITEM TRANSFER					
FROM			TO		
Account Name	Acct #	Amount	Account Name	Acct #	Amount
Total		\$ -	Total		\$ -

BUDGET AMENDMENT					
REVENUES			EXPENDITURES		
Account Name	Acct #	Amount	Account Name	Acct #	Amount
FUND BALANCE APPROPRIATED	11198-439800	\$ 4,226.00	POSTAGE/TELEPHONE	11415-520100	\$ (4,226.00)
Total		\$ 4,226.00	Total		\$ 4,226.00

3 of 4 Payments for a Folding machine No longer in use. This process will allow us to terminate this contract @ this time.

Requested by: 

Approved by: _____

G1

Commissioners
Bennie Heath - Chairman
James T. Shackelford-Vice Chair
Jerry Jones
Susan Blizzard
Derek Burrell



County Manager
Kyle J. DeHaven

Finance Officer
Beverly T. Stroud

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Request for Public Hearing

Date: December 6, 2021

A Public Hearing is requested for December 20th, 2021 in the Wellness Center, at 7:00pm, to receive Public Comment about Economic Development Incentives for Precision Graphics.

Action Recommended:

Chairman declare Public Hearing as requested.

No Board Action is Needed

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County Manager
 Kyle J. DeHaven
 Finance Officer
 Beverly T. Stroud
 County Attorney
 Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Health Department; CPT Codes

Date: December 6, 2021

A request to add new CPT codes of use in the Department of Public Health has been received. This new code has been approved by the Greene County Department of Public Health Board and they are recommending the Commissioners do the same.

Action Recommended:

Motion to approve the new CPT code as requested.

Board Action is Needed

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**Greene County
Department of Public Health
Snow Hill, NC 28580**

November 24, 2021

Set fee for the following CPT Code:

94664 – Demonstration and/or evaluation of patient utilization of an aerosol generator, nebulizer, metered dose inhaler of IPPB (Intermittent Positive Pressure Breathing) device.

94664 - \$55.00

The Greene County Department of Public Health has the need for utilizing the above referenced CPT (Current Procedural Terminology) code due to the provider needs to observe the patient using an inhaler or nebulizer correctly. The Fee Setting Committee met on November 22, 2021 via email and has agreed to the fee as listed above for the service to be billed to all payor sources. In order to charge all parties for this service, GCDPH needs the approval of the Greene County Board of Health and the Greene County Board of Commissioners. The Greene County Board of Health gave their approval via email on November 24, 2021. Please accept our proposal to allow us to charge all insurances and clients for these services. Uninsured clients will be billed on the appropriate sliding fee scale.

Betty Shingleton

Business Officer I

Joy Brock

Health Director

Norman C. Lewis

Greene County BOH, Chairman

G3

Commissioners
Bennie Heath - Chairman
James T. Shackleford-Vice Chair
Jerry Jones
Susan Blizzard
Derek Burress



County Manager
Kyle J. DeHaven

Finance Officer
Beverly T. Stroud

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Resolution; Amendment 2, NC911 Grant

Date: December 6, 2021

A resolution for Amendment 2 to NC911 grant G2019-3 is attached. This amendment extends the term of the NC911 grant through April 2022. New consoles approved in a previous meeting warrant an extension in the grant to complete the purchase, installation, and training process.

Action Recommended:

Motion to approve the resolution as presented.

Board Action is Needed

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County Manager
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County Attorney
Gay Stanley

AMENDMENT TWO

To the 911 Grant Agreement G2019-3 for Greene County

THIS AMENDMENT is entered into by and between the North Carolina 911 Board (Board), Raleigh, NC, and Greene County, 229 Kingold Blvd, Suite D, Snow Hill NC 28580 (County).

Whereas the Board and County acknowledge they entered into the Grant Agreement on or about 29 January 2019;

Whereas the County requested an extension of time to complete the project as described in the Grant Agreement due to delays associated with the COVID-19 pandemic; and

Whereas the requested extension was reviewed and approved by the Board's Executive Director.

Therefore, the parties now agree to amend the Grant Agreement as follows:

1. The term of the Agreement is modified to extend through 30 April 2022.
2. Greene County shall migrate to the State ESInet on or before the end of the contract term.
3. Except as modified herein, the Agreement continues in effect as written and agreed.

IN WITNESSETH WHEREOF, the Parties hereto have executed this Agreement as of the date first above written.

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Commissioners
Bennie Heath - Chairman
James T. Shackleford-Vice Chair
Jerry Jones
Susan Blizzard
Derek Burress



County Manager
Kyle J. DeHaven

Finance Officer
Beverly T. Stroud

County Attorney
Gay Stanley

Greene County

By: _____

Title: _____

Date: _____

This instrument has been preaudited in
the manner required by the Local
Government Budget and Fiscal Control
Act.

By: _____

Chief Finance Financial Officer

ATTEST:

By: _____

Date: _____

N.C. 911 Board

By: _____

Title: _____

Date: _____

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Derek Burress



County Manager
Kyle J. DeHaven

Finance Officer
Beverly T. Stroud

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Resolution 2022 Regular meeting schedule

Date: December 6, 2021

A proposed Regular meeting schedule is attached for the 2022 Calendar year. This proposed schedule follows the same meeting time format as the current year.

Action Recommended:

Motion to approve the Resolution as presented.

Board Action is Needed

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RESOLUTION TO ADOPT THE 2022 REGULAR MEETING SCHEDULE OF THE
GREENE COUNTY BOARD OF COMMISSIONERS

WHEREAS, General Statute 153A-40 allows the Board of County Commissioners to fix a time and place for regular meetings; and

WHEREAS, General Statute 143-318.12(a) requires the Board of County Commissioners schedule of regular meeting to be kept on file with the County Clerk; and

WHEREAS, the Board of County Commissioners desires to establish and formally publish the required schedule to inform all concerned of the same;

NOW, THEREFORE, BE IT RESOLVED by Greene County Board of Commissioners that the following meeting schedule be adopted with meeting to be held in the Greene County Operations Center at 312 SE Second St., Snow Hill NC 28580 at 10:00 a.m. the first meeting of the month and 7:00 p.m. the second meeting of the month, unless otherwise noted:

<u>DATE</u>	<u>WEEKDAY</u>	<u>TIME</u>
January 3, 2022	Monday	10 a.m.
January 18, 2022	Tuesday	7 p.m.
February 7, 2022	Monday	10 a.m.
February 21, 2022	Monday	7 p.m.
March 7, 2022	Monday	10 a.m.
March 21, 2022	Monday	7 p.m.
April 4, 2022	Monday	10 a.m.
April 18, 2022	Monday	7 p.m.
May 2, 2022	Monday	10 a.m.
May 16, 2022	Monday	7 p.m.
June 6, 2022	Monday	10 a.m.
June 20, 2022	Monday	7 p.m.
June 27, 2022	Monday	10 a.m.
July 18, 2022	Monday	7 p.m.
August 1, 2022	Monday	10 a.m.
August 15, 2022	Monday	7 p.m.
September 6, 2022	Tuesday	10 a.m.
September 19, 2022	Monday	7 p.m.
October 3, 2022	Monday	10 a.m.
October 17, 2022	Monday	7 p.m.
November 7, 2022	Monday	10 a.m.
November 21, 2022	Monday	7 p.m.
December 5, 2022	Monday	10 a.m.
December 19, 2022	Monday	7 p.m.

Kyle DeHaven, Clerk to the Board

Bennie Heath, Chairman of the Board

Commissioners
 Bennie Heath - Chairman
 James T. Shackleford-Vice Chair
 Jerry Jones
 Susan Blizzard
 Derek Burress



County Manager
 Kyle J. DeHaven

Finance Officer
 Beverly T. Stroud

County Attorney
 Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: 2022 Holiday Schedule

Date: December 6, 2021

The 2022 State Holiday schedule is attached. In the past, the County has utilized the state Holiday schedule as their own.

Action Recommended:

Motion to approve the proposed 2022 Holiday Schedule

Board Action is Needed

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County Manager
 Kyle J. DeHaven
 Finance Officer
 Beverly T. Stroud
 County Attorney
 Gay Stanley

2022 Holiday Schedule

Holiday	Observance Date	Day of Week
New Year's Day	December 31, 2021	Friday
Martin Luther King, Jr. Birthday	January 17, 2022	Monday
Good Friday	April 15, 2022	Friday
Memorial Day	May 30, 2022	Monday
Independence Day	July 4, 2022	Monday
Labor Day	September 5, 2022	Monday
Veterans Day	November 11, 2022	Friday
Thanksgiving	November 24 & 25, 2022	Thursday & Friday
Christmas	December 23, 26 & 27, 2022	Friday, Monday & Tuesday

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"Greene County is an equal opportunity provider, employer and lender."
 To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Ave., SW, Washington, DC 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TDD)

Commissioners
 Bennie Heath - Chairman
 James T. Shackelford-Vice Chair
 Jerry Jones
 Susan Blizzard
 Derek Burress



County Manager
 Kyle J. DeHaven

Finance Officer
 Beverly T. Stroud

County Attorney
 Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Recommendations from Greene County Transportation Committee

Date: December 6, 2021

Two recommendations have been received from the Greene County transportation Committee for Consideration. The recommendation for four way stops at Fieldsboro Rd. and the 91 intersection, and a second four way stop at Speights Bridge Rd. and the 91 Intersection for 90 days, after which, a decision to possibly remove the stop signs from Speights Bridge Rd. be removed to allow for through traffic.

Approval of these recommendations will be passed along to NCDOT. This process allows for communication of events throughout the organizations and the respective communities.

Action Recommended:

Motion to approve the recommendation of the Transportation Committee

Board Action is Needed

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On November 17, 2021 the Greene County Transportation Committee approved two motions to get county commissioners approval.

First: A motion by Harold Thomas/second by Ray Holloman to have the All-Way stop at Fieldsboro/91 intersection to be sped-up (not wait 6-8 weeks) due to accidents at this intersection. Vote was unanimously approved to take to the County Commissioners for their approval.

Second: Harold Thomas made a motion to make Speights Bridge/91 intersection an All-Way stop for 90 days as was suggested by NCDOT and see how that works out. Ray Holloman seconded the motion. Vote was unanimously approved to take to the County Commissioners for approval.

G7

Commissioners
Bennie Heath - Chairman
James T. Shackleford-Vice Chair
Jerry Jones
Susan Blizzard
Derek Burruss



County Manager
Kyle J. DeHaven

Finance Officer
Beverly T. Stroud

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Custodial Maintenance Proposals

Date: December 6, 2021

Three Proposals have been received from custodial local vendors. These proposals are as close to apple to apple comparison as we could get. The three proposals received were from Red Coats, Drake Janitorial, and Crystal Clean. The Manager will go into more detail to most accurately compare the quotes received.

Action Recommended:

Possible motion by Board

Board Action is Needed

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Kathy Mooring

From: DRAKE JANITORIAL SVC INC <drakejanitorial@centurylink.net>
Sent: Tuesday, November 23, 2021 4:00 PM
To: Kathy Mooring
Subject: Price Proposal
Attachments: 7.jpg; 6.jpg; 5.jpg; 4.jpg; 3.jpg; 2.jpg; 1.jpg

November 23, 2021

**Greene County Administration Office
229 Kingold Blvd. #D
Snow Hill, NC 28580
Attention: Mrs. Kathy Mooring**

Thank you for allowing Drake Janitorial Service, Inc. to prepare a cleaning service proposal for your consideration. We know it takes considerable time and effort to show any potential contractor your facility, and to provide them with the necessary information. So again, thank you!

Drake Janitorial strives to keep our well known reputation we have had for the past 61 years. We are a locally owned company that takes pride in our work ethic to please our customers. At Drake Janitorial we offer strong management and quality control to plan for, and not lose track of, the many necessary cleaning details. With the price given below we would like to maintain you entire facilities which will represent our reputation. The quote is given with the agreement that your facility furnishes all hand soap and paper products. Drake will furnish all cleaning supplies and equipment. The services we provide are as follows: general cleaning, stripping and waxing floors, carpet cleaning, machine scrubbing floors, window cleaning, sanitizing for COVID -19, tile and grout cleaning and pressure washing. Just ask if you have any questions of other needs we might be able to help you with in your buildings.

General Cleaning each day consist of: COVID-19 Sanitize/disinfect- anything anyone would touch such as door handles, light switches, phones, keyboards, etc. Dusting/wiping anything horizontal including doors, kick-plates, baseboards, vents, blinds, moldings, spotting walls, bottoms of chairs, vending machines etc, emptying trash cans and replacing liners, wiping and sanitizing tables/desk etc., sweep and mop floor, maintain glass entrance etc. clean, sanitize and restock restrooms, sanitize and polish water fountains, vacuum/sweeping all carpet areas or rugs, maintain outside entrances.

*This is taking over these facilities with no initial cleaning to get these buildings up to our standards to maintain.

*This price is giving that your facility supplies paper products, hand soap and sanitizer.

THE TOTAL PRICE FOR GENERAL CLEANING FOR ALL FACILITIES EACH MONTH WOULD BE \$ 62,352.00

Extra Work:

Stripping and Waxing VCT Floors: Consist of stripping all the old floor finish off and applying 3 coats of wax

Machine Scrub: Cleaning the vinyl or ceramic floors with a machine and cleaning chemical.

Recoat Floors : Reapply floor finish and burnish floors

Wash Windows inside and out

Carpet Cleaning

ADMINISTRATION COMPLEX : consisting of Managers office, Planning and Inspections, Water Dept., Finance, and Tax office

Carpet cleaning 2 times a year @ \$2,800.00 each time

Bathrooms machine scrub LVT 3 times a year@ \$ 1,350.00 each time

Strip and wax - \$ 3,400.00 once a year

Recoat floors 3 times a year @ \$ 1,700.00

Wash windows inside and outside 2 times a year @ \$ 525.00 each time

LIBRARY-

Carpet cleaning 2 times a year @ \$ 3,400.00 each time

Machine scrub LVT 2 times a year @ \$ 425.00 each time

Wash windows inside and out and all glass 2 times a year @ \$ 525.00

VETERANS

Carpet cleaning 2 times a year @ \$455.00 each time

HEALTH DEPT. AND WIC

Machine scrub bathrooms, exam rooms and lobby 3 times a year @ \$ 2,200.00 each time

Carpet cleaning 2 times a year @ \$ 1,800.00

DEPT. OF SOCIAL SERVICE

Machine scrub bathrooms and lobby 3 times a year @ \$ 1,200.00 each time
Carpet cleaning 2 times a year @ \$ 3,200.00

HEALTH AND DSS CORRIDOR

Strip and wax 1 time a year @ \$ 3,600.00
Recoat 3 times a year @ \$ 1,800.00

COURTHOUSE /SHERIFF DEPT/ REG.OF DEEDS

Strip and wax 1 time a year @ \$ 7,200.00 each time
Carpet cleaning 2 times a year @ \$ 8,400.00 each time
Machine scrub LVT 2 time a year @ \$ 3,200.00 each time
Wash windows inside and outside 2 times a year @ \$1,600.00 each time

PROBATION OFFICE

Carpet cleaning 2 times a year @ \$ 2,800.00 each time
Two bathrooms machine scrub 3 times a year @ \$ 425.00 each time
Wash windows inside and outside 2 times a year @ \$ 425.00 each time

WELLNESS COMPLEX

Strip and wax 1 time a year @ \$3,200.00 each time
recoat floors 3 times a year @ \$ 1,600.00 each time
machine scrub floors 4 times year @ \$ 2,800.00
wash windows inside and outside 2 times a year @ \$ 875.00

EXTENSION OFFICE

carpet cleaning 2 times a year @ \$ 2,400.00 each time
wash windows inside and outside 2 times a year @ \$ 375.00 each time

ELECTIONS OFFICE

carpet cleaning 2 times a year @ \$ 1,300.00 each time
Machine scrub floors @ \$ 425.00 each time
wash windows inside and outside 2 times a year @ \$ 225.00 each time

The **Transportation Office** is not included in this price due to it being moved to a new location and still under construction at the time.

We look forward to the opportunity of becoming a trusted and valued partner in improving and maintaining the appearance of your building. Please call if you have any

questions, or need additional information as you review our proposal.

Below are a few references feel free to call them.

Amy B. Beverage
Drake Janitorial Service Inc.
PO Box 3521
Kinston, NC. 28501
[252 523 7351](tel:2525237351) office
[252 286 9607](tel:2522869607) cell

References

Craven County Government
406 Craven Street
New Bern, NC. 28562

Contact: Mr. Steve Creel
[252 670 8683](tel:2526708683)
Director of Maintenance

Cleaning and maintaining all of Craven County Government Buildings and VCT tile floors and carpets since 2006. We provide general cleaning and special floor services in the following buildings for:

New Bern Riverfront Convention Center
Craven County Judicial Complex and Sheriff Dept.
Craven County Courthouse and DA's Office
Craven County Administration Complex
Tax Office and Register of Deeds Office
Planning and Inspections Office
CARTS and Veterans Office
Career Center Training Building
Agriculture Building
Craven County Dept. of Social Services
New Bern/ Craven Co Library

Sanderson Farms
4985 US-70
Kinston ,NC 28504
252-522-9145

Coastal Carolina Regional Airport
200 Terminal Drive
New Bern, NC 28562
c/o Amy Ritchie

Jones County Schools
320 West Jones Street
Trenton, NC. 28585
Contact: Tim Morton
910 750 1017

Singleton Vision Center
3515 Trent Road Suite 9
New Bern, NC. 28562
Contact: Georgia Aderholt
252 514 2155

Singleton Surgery Center
3517 Trent Road
New Bern, NC. 28562
Contact: Amanda Vega
252 259 7979

Pactiv
1447 Enterprise Blvd
Kinston, NC. 28504
Contact:
252 520 5047

WASA
2811 Barrus Road
LaGrange, NC. 28551
Contact: Debbie Purvis
252 522 2567

Dixon Foods (McDonalds)
2500 Wooten Blvd
Wilson, NC. 27895
Contact: Teri Zabriskie
252 206 8718

Greene County Government

Custodial Maintenance Summary - 2021

NIGHT STAFF

<u>Quantity</u>	<u>Position/Responsibility</u>	<u>Daily Hours</u>	<u>Wage Rate</u>	<u>Monthly Cost</u>
1	WORKING SUPERVISOR	7.0	\$12.25	\$1,865.06
2	ZONE CLEANER @ 4.0 hrs	8.0	\$11.25	\$1,957.50
3	Total Daily Staffing Requirements:	15.0		\$3,822.56
Direct Labor				\$3,822.56
Labor Burden				\$616.58
Vacation				\$47.42
EXPENDABLES				\$245.00
SCREEN/TEST				\$25.00
SCREEN/TEST				\$25.00
UNIFORMS				\$10.00
UNIFORMS				\$10.00
SMART PHONE				\$100.00
Motorized Equipment				\$304.25
TOTAL DIRECT COST				\$5,205.81
Contribution to Corporate Overhead				\$208.23
Contribution to Corporate Profit				\$225.59
TOTAL MONTHLY COST at full Occupancy of 65,322				\$5,639.63
TOTAL ANNUAL COST \$1.0360 / SF				\$67,675.55

Greene County Government

Custodial Maintenance Summary - 2021

DAY PORTER STAFF

<u>Quantity</u>	<u>Position/Responsibility</u>	<u>Daily Hours</u>	<u>Wage Rate</u>	<u>Monthly Cost</u>
1	DAY CLEANER	7.0	\$11.25	\$1,712.81
1	Total Daily Staffing Requirements:	7.0		\$1,712.81
Direct Labor				\$1,712.81
Labor Burden				\$276.28
Vacation				\$43.55
AUTO GAS (DAY)				\$50.00
Motorized Equipment				\$0.00
TOTAL DIRECT COST				\$2,082.64
Contribution to Corporate Overhead				\$83.31
Contribution to Corporate Profit				\$90.25
TOTAL MONTHLY COST				\$2,256.19
TOTAL ANNUAL COST				\$27,074.29

Greene County Government

Custodial Maintenance Summary - 2021

NIGHT CLEANING MONTHLY COST (at full Occupancy of 65,322/SF)	\$5,639.63
NIGHT CLEANING ANNUAL COST	\$67,675.55
DAY PORTER MONTHLY COST	\$2,256.19
DAY PORTER ANNUAL COST	\$27,074.29
TOTAL MONTHLY COST	\$7,895.82
TOTAL ANNUAL COST	\$94,749.84
VACANT SPACE CREDIT FULL FLOOR RATE	0.0000
VACANT SPACE CREDIT PARTIAL FLOOR RATE	0.0000

CLEANING PROPOSAL

For

Greene County, NC

229 Kingold Blvd, Snow Hill, NC 28580



GREENE COUNTY

December 1st, 2021



305 Belltown Rd. Havelock, NC 28532
www.crystalcleanbuildingservice.com
252-447-4092



December 1st, 2021

Greene County
Attn: Ms. Kathy Mooring
229 Kingold Blvd
Snow Hill, NC 28580

Dear Ms. Mooring,

Thank you for inviting Crystal Clean Building Service to prepare a professional cleaning proposal for your consideration. We know this process takes a considerable amount of time and effort to provide all the necessary information to prospective contractors. So again, thanks.

Please find attached our understanding of the scope of work and proposal for cleaning your eight facilities at the following addresses in Snow Hill:

227 Kingold Blvd	(County Manager/Library)
229 Kingold Blvd	(Dept of SS / Health Dept)
84 North Perry Dr	(Wellness Ctr)
168 Hwy 13 S	(Coop Ext Bldg)
104 Hines St	(Elections Ofc)
102 First St	(Corrections Ofc)
301 N. Greene St	(Courthouse)
312 SE Second St	(Transportation Ofc)

We look forward to the opportunity of becoming a trusted and valued partner in improving and maintaining the appearance **and** safety of your building.

Best,

Matt Barnes

Matt Barnes
President, Crystal Clean Building Service

ABOUT US

Crystal Clean Building Service is a veteran-owned, local small business that has been serving eastern North Carolina for over 25 years. We are bonded and insured. All work is completed thoroughly and promptly by highly skilled and competent workers and supervised to ensure our high standards of excellence are always being upheld.

Effectiveness

We leverage technology to improve our team's capabilities and effectiveness. We load a detailed checklist of the cleaning requirements for the facility into our janitorial software. If one of the normal cleaners "call out," we can easily assign the checklist to a backup cleaner and they will have all the information needed to seamlessly step-in and ensure the same level and quality of service is maintained.

Quality Control

We set a high standard for our cleaners and we monitor their work closely to ensure they are meeting those standards. During the first month we will conduct a weekly inspection and grade our performance and quality of our work.

Going forward our Operations manager will inspect the account at least monthly, and I perform periodic spot checks as well to ensure we are meeting our high standards, as well as our customers expectations.

Communication

Open lines of communication are a key aspect of keeping our clients happy and informed. Unspoken issues often end up causing client dissatisfaction. We leverage technology to provide our clients clear and consistent communication about the status of their facility, supply inventory, as well as any maintenance items noted during cleanings.

Personnel

In an industry that averages 200% turnover annually, the average tenure of our cleaners is 4.5 years. We provide a "living wage" and performance-based incentives. Why does this matter to you? Because low attrition rates equal consistency and that translates into a better cleaning experience for you and a cleaner, safer environment for your staff, congregation, and visitors.

Crystal Clean Building Service is an equal opportunity employer. All necessary employment forms will be maintained by our office as required by law.

SCOPE OF WORK

Crystal Clean Building Service agrees to provide all labor, supervision, cleaning materials (mops, brooms, buckets, vacuums, equipment, etc) necessary to assure successful performance of the cleaning requirements identified in this proposal.

This proposal assumes (Greene County) will provide all consumable/paper products: paper towels, toilet paper, trash bags, soap, etc.

CLEANING SCHEDULE: 5 days / week (Monday - Friday, After Business Hours)

AREAS:

- 227 Kingold Blvd (County Manager/Library)
- 229 Kingold Blvd (Dept of SS / Health Dept)

DAILY CLEANING ACTIVITIES:

- Empty all trash cans & replace liners
- Clean, sanitize, & deodorize bathrooms: sinks, fixtures, mirrors, toilets, urinals, stall partitions, shower, etc
- Restock all paper products (paper towel and toilet paper dispensers)
- Refill soap dispensers
- Clean front entrance door glass
- Dust & wipe down window sills, shelves, and other flat surfaces (open areas on desks)
- Sweep / damp mop all hard surface floors (Sweep / mop stairwells)
- Vacuum all rugs and carpet
- Clean break rooms and wipe down front/top of appliances (& inside of microwaves)

CLEANING SCHEDULE: 5 days / week (Monday - Friday, During the Day)

AREAS:

- 84 North Perry Dr (Wellness Ctr)
- 168 Hwy 13 S (Coop Ext Bldg)
- 104 Hines St (Elections Ofc)
- 102 First St (Corrections Ofc)
- 312 SE Second St (Transportation Ofc)
- 301 N. Greene St (Courthouse)

DAILY CLEANING ACTIVITIES:

- Empty all trash cans & replace liners
- Clean, sanitize, & deodorize bathrooms: sinks, fixtures, mirrors, toilets, urinals, stall partitions, shower, etc
- Restock all paper products (paper towel and toilet paper dispensers)
- Refill soap dispensers
- Clean front entrance door glass
- Dust & wipe down window sills, shelves, and other flat surfaces (open areas on desks)
- Sweep / damp mop all hard surface floors (Sweep / mop stairwells)
- Vacuum all rugs and carpet
- Clean break rooms and wipe down front/top of appliances (& inside of microwaves)

Excluded Areas:

- Batting Cage
- Concession room

SERVICE SCHEDULE

The cleaning services described in this proposal will be performed **(5) five days per week in accordance with the schedule outlined above.**

We estimate (4) four full-time cleaners will be required to properly clean all buildings and provide necessary call-out coverage. We propose assigning cleaners based to the following buildings:

Cleaner 1: 227 Kingold Blvd (evenings)
Cleaner 2: 229 Kingold Blvd (evenings)
Cleaner 3: 301 N Greene St (day)
Cleaner 4: 84 North Perry Dr., 168 Hwy 13 S, 104 Hines Str., 102 First Str. (Day)

Note: Crystal Clean Building service reserves the right to modify the cleaner assignment to ensure the best coverage and most efficient use of resources.

The cleaning crew will observe holidays observed by the customer. Crystal Clean Building Service is prepared to adapt this work schedule to coincide with the needs and requests of Greene County provided that such requests do not alter the cost of operations.

INVESTMENT

Five (5) days per week - Professional Cleaning (Monday - Friday at the schedule outlined above)	\$14,560 / month
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INVOICING

All invoicing will be itemized according to monthly work performed. Invoicing will be during the third week of each month. Payment terms are Net 15 days.

ADDITIONAL SERVICES AVAILABLE (PRICED UPON REQUEST)

- Hard surface floor cleaning/maintenance (stripping/waxing/buffing)
- Professional Carpet Cleaning
- Commercial upholstery cleaning (Cinemas, auditoriums, medical offices, etc)
- Deep Clean & COVID Disinfecting (w/CDC recommended & EPA-registered disinfectant)
- Window cleaning
- Laundry Services (daily wash / fold service)

AGREEMENT

This Agreement ("this Agreement") is made and entered into as of January _____, 2022, by and between Crystal Clean Building Service, with its principal place of business located at 305 Belltown Rd., Havelock, NC 28532 and Greene County Government, 229 Kingold Blvd, Snow Hill, NC 28580.

NOW, THEREFORE, in consideration of the mutual promises and benefits to be derived by the parties they mutually agree to the terms and conditions as outlined above in this agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date and year first written above.

Crystal Clean Building Service

Greene County Government

By: _____

By: _____

Name: ___Matt Barnes_____

Name: _____

Date: _____

Date: _____

Title: ___President_____

Title: _____

REFERENCES

CCHC SLEEP LAB
Mark Adams
252-634-2240
1020 Medical Park Ave
New Bern, NC 28562

Marine Federal Credit Union
Mark Hatton
910-340-2522
4180 Western Blvd.
Jacksonville, NC 28546

New Bern Church of God
Martha Romero or Pastor Doug Case
1230 Colony Dr
New Bern, NC. 28562
252-633-5969

Zenetex
Tatiana Rexach
103 Belltown Road | Bldg 1
Havelock, NC 28532
252-515-7770

WHAT OUR CUSTOMERS ARE SAYING:

"We are so glad you guys are part of our team now. We immediately noticed the difference. "

T.R. Office Administrator - Havelock, August '20

"People have noticed that there has been a change! We are pleased with the service your team is providing. Keep up the good work!"

G.L. Program Manager - Havelock, August '20

"I am astonished how clean it is, especially the floor."

Station Manager - New Bern, March '21