

Jones County Board of Commissioners

Regular Meeting Minutes

September 22, 2025, 7:00 PM

Jones County Agricultural Building
110 Market Street
Trenton, NC 28585

Commissioners Present: Chairman Frank Emory, Vice-Chairman Charlie Dunn Jr.,
Commissioner Michael Haddock, Commissioner James Harper,
Commissioner April Aycock, Commissioner Charlie Gray

Commissioners Absent: Commissioner Sondra Ipock-Riggs

Officials Present: Kyle Smith, County Manager, Angelica Hall, Clerk, Ross Hardeman,
County Attorney, Jennifer King, Deputy Director of Administration

1. Call to Order

2. Invocation

Chairman Frank Emory

3. Pledge of Allegiance

4. Public Comment Period

None

5. Approval of Agenda

Motion made by: Commissioner April Aycock

Seconded by: Vice-Chairman Charlie Dunn Jr.

Motion to Approve as presented.

Passed Unanimously

6. Presenters

6.1. Personnel Policy Update - Separation & Retirement Credit

Mrs. Angelica Hall, Human Resources Director, presented the follow-up changes to the Personnel Policy for review.

Current policy states the following:

Section 6. Sick and Bereavement Leave: Sick Leave (Separation & Retirement Credit)

At the time of retirement, employees who are members of the North Carolina Local Government Employees Retirement System are allowed one (1) month of retirement credit for each twenty (20) days of accrued sick leave. There is no maximum number of days that may be credited. Unless transferred to another covered entity, all unused sick leave is lost upon separation of employment, except when separation is due to retirement.

We would like to update this to read:

Unused Sick Leave

- When an employee separates from county service, any unused sick leave will remain on record for up to five (5) years, unless transferred to another qualified governmental entity.
- If the employee returns to county employment within that five-year period, the unused sick leave may be reinstated.
- Unused sick leave may also be applied toward retirement, provided all eligibility requirements established by the Local Governmental Employees' Retirement System (LGERS) are met.
- After five (5) years, any remaining unused sick leave will be forfeited and cannot be transferred or reinstated if the employee later returns to state or local government employment.

This aligns more with the state and some local government agencies. In addition, employees know their accrued sick leave is preserved for five years, making re-employment more attractive, accommodates employees who leave temporarily for personal or professional reasons without losing accrued leave, and it may reduce "use it or lose it" pressure and reassures employees that their time and effort are recognized.

This item will be added to the Consent Agenda for October 6, 2025 meeting for approval.

6.2. Update - Human Resources Department

Mrs. Angelica Hall, Human Resources Director, provided the Board with an update from the Human Resources Department.

HR Department Initiatives:

- Stay Survey: Conducted in August to gather employee feedback on why they stay, what's working, and areas for improvement. Feedback was shared in a Zoom session with staff. Key reasons employees stay include: family atmosphere, work/life balance, half-day Fridays, approachable leadership, supportive environment, community impact, and ongoing salary/benefits adjustments.
- Awareness Initiative: Monthly flyers and ribbons highlight causes impacting the community. September's focus is on Childhood Cancer and Prostate Cancer. Our Health Department's Public Health Educator Specialist provides information on each highlighted cause to raise awareness and provide helpful resources.
- Leadership: Monthly Roundtables for Department Heads to strengthen communication, share best practices, and address challenges; Monthly Leadership Cohorts for Department Heads and Supervisors.
- Onboarding: Revamped process to include monthly new hire orientation, department-specific training, assigned mentors, and structured departmental onboarding.

6.3. Urgent Repair Program Update

Mrs. Jennifer King provided the Board with an update on the Urgent Repair Program.

6.4. Social Services & Senior Services Monitoring

Mrs. Jennifer King, Deputy Director of Administrations, provided the Board with information on the monitoring of programs in DSS to include income maintenance, in home aide, and ARPA grant funding. Mrs. King informed the Board that there were no findings during the monitoring and the corrective action was lifted. Mrs. King also stated that DSS, Economic Services Department, had 39 technical errors and one eligibility error in Medicaid. Mrs. King informed the Board that provisions have been established to address findings in this area, with supervisors now conducting third-party reviews of all files.

6.5. ABC Designated Official Resolution

Mrs. Jennifer King, Deputy Director of Administrations, provided the Board with the CDBG-Signature Form that needs to be updated to change signers for the program. The Item will be added to the Consent Agenda for the Meeting on October 6, 2025 for approval.

6.6. Comfort Library Repair

Mrs. Jennifer King, Deputy Director of Administrations, provided the Board with the low quote to repair the Comfort Library flooring, less the LVP flooring, Daniel Jacoby, at \$43,800. Also, she informed the Board that the Public Works team will attempt to reinstall the flooring that currently exists in the building and perform the flooring finish work in-house.

6.7. Fitness Court Project

Mrs. Jennifer King, Deputy Director of Administrations, provided the Board with the following information:

The fitness court install fee is incorporated in the vendor quote at \$36,000.

Also, she provided quotes for the rock "base" that our team will prepare before the concrete pad is poured. The rock will also serve as a base for the parking and driveway area. This is covered by acquired grants from the Accessible Parks grant, the Harold H. Bate Foundation, and a donation from Cypress Creek Renewables.

Funding Breakdown:

\$30,000 from National Fitness Campaign

\$180,000 from Accessible Parks Grant

\$50,000 from Harold H. Bate Foundation

\$70,000 from Cypress Creek Renewables

Total: \$330,000

6.8. Jail Meals Contract

Mrs. Jennifer King, Deputy Director of Administration, presented the Board with the contract with Subway to provide jail inmate meals at \$6.15 per meal for a one-year term, with two (2) one-year renewal options. Rates will be reviewed annually, and any adjustment will require approval by the County Manager and the Sheriff.

Motion made by: Commissioner Charlie Gray

Seconded by: Commissioner James Harper

Motion to Approve as presented.

Passed Unanimously

7. Manager's Comments

7.1. EMS Station 2 (Pollocksville, NC) Ribbon Cutting Event

EMS Station 2 (Pollocksville, NC) Ribbon Cutting Event on October 16, 2025, at 10:30 AM. EOC Renovation Ribbon Cutting Event on October 16, 2025, at 1:30 PM. Formal invites will be sent out via email to County leaders and stakeholders later this week.

7.2. Public Works RFP

The County Manager and Public Works Director are preparing an RFP to go out for the Public Works Complex later this month. This project was included in the adopted Capital Improvements Plan.

Project 1: Public Works Complex

Description: This project would construct a 23,000 square foot insulated building, with HVAC provided to the entire space in order to safeguard equipment from the elements, thus extending the lifespan of the equipment. This building would be located beside the new EMS substation by Hwy 41. All storage will be there.

Cost: \$700,000

Funding Source: Water Fund \$532,000 & General Fund \$168,000

Justification: The maintenance and water enterprise fund are now run under public works. However, each department is currently located in a different facility, making oversight and coordination of the entire group challenging. This project would locate both departments and their equipment under one roof. Additionally, it would provide adequate storage space for all equipment.

7.3. Brock Mill Pond Grant Update

The County Manager spoke with Glenn Spivey, who will request permission from the American Legion to use the fairgrounds as emergency access for the camping pads portion of the Brock Mill Pond Enhancements project. Mr. Spivey does not anticipate any issues.

7.4. Flood Study Update

Due to a scheduling conflict on the part of the flood study group, the follow-up flood study discussion cannot be held in October as planned. Staff recommends rescheduling it to the November 17 workshop. The October workshop start time will be returned to 7:00 PM (its original time). The Board may optionally set the November 17 workshop start time to 6:00 PM

if desired.

7.5. Heritage Festival Parade Arrangements

8. County Attorney's Comments

None

9. Commissioner's Comments

Commissioner James Harper requested to be replaced on the EMS Board due to scheduling conflict.

The Board requested that the October 20, 2025, Work Session be moved back to its original time of 7:00 PM, and that the November 17, 2025, Work Session be changed to 6:00 PM.

Motion made by: Commissioner Charlie Gray

Seconded by: Commissioner James Harper

Motion to Approve

Passed Unanimously

10. Public Comment Period

None

11. Closed Session - § 143-318.11.(a)(3)

11.1. Attorney-Client Privilege

Motion made by: Commissioner Charlie Gray

Seconded by: Commissioner James Harper

Motion to go into Closed Session

Passed Unanimously

Motion made by: Commissioner Charlie Gray

Seconded by: Commissioner James Harper

Motion to go out of Closed Session

Passed Unanimously

12. Adjournment

Motion made by: Commissioner Charlie Gray

Seconded by: Commissioner James Harper

Motion to Adjourn - 9:00 pm

Passed Unanimously

[MIN_SIGNATURES]