

**AGENDA**  
**LEXINGTON COUNTY COUNCIL**  
**Committee Meetings**  
**Tuesday, April 13, 2010**  
**Second Floor - County Administration Building**  
**212 South Lake Drive, Lexington, SC 29072**  
**Telephone - 803-785-8103 -- FAX 803-785-8101**

**\*Times are tentatively scheduled committee meetings that may run behind or ahead of schedule; therefore, the times could change by as much as 30 minutes. Also, if time permits, Council may elect to enter into Executive Session to discuss contractual, legal, personnel matters, etc.**

**12:15 p.m. - 12:30 p.m. - Economic Development**

- (1) Competitive Regional Industrial Parks - Economic Development - Chuck Whipple, Manager ..... **A**
- (2) Approval of Minutes - Meetings of February 23 and March 9, 2010..... **B**
- (3) Old Business/New Business - Economic Development Brochure
- (4) Adjournment

**12:30 p.m. - 12:50 p.m. - Planning & Administration**

- (1) Web Site Update Project: Proposed Concept and Approach (Goal #1) - Information Services - Mike Ujcich, CIO
- (2) Approval of Minutes - Meeting of February 23, 2010 ..... **C**
- (3) Old Business/New Business
- (4) Adjournment

**12:50 p.m. - 1:00 p.m. - Justice**

- (1) FY09 Incident Management Team Grant Award - Sheriff's Department - Major George Brothers..... **D**
- (2) Violence Against Women Act Grant (VAMA) Application - Sheriff's Department - Col. Allan Paavel ..... **E**
- (3) Approval of Minutes - Meeting of February 23, 2010 ..... **F**
- (4) Old Business/New Business
- (5) Adjournment

**1:00 p.m. - 1:10 p.m. - Health & Human Services**

- (1) National Endowment for the Humanities (NEH) Preservation Assistance Grants for Smaller Institution Grant Application - Museum - J. R. Fennell, Director..... **G**
- (2) Approval of Minutes - Meetings of February 23 and March 9, 2010..... **H**
- (3) Old Business/New Business
- (4) Adjournment

**1:10 p.m. 1:55 p.m. - Public Works**

- (1) FY10 Municipal "C" Fund Requests - Public Works - John Fechtel, Director..... **I**
- (2) Legal Closing of Carroll Hill Drive - Public Works - John Fechtel, Director..... **J**
- (3) Legal Closure of a Portion of Chaney Road - Public Works - John Fechtel, Director..... **K**
- (4) Road Striping and Pavement Marking Bid - Public Works, John Fechtel, Director ..... **L**
- (5) SCDOT Sign Request - Harsey's Bridge - Public Works - John Fechtel, Director ..... **M**
- (6) Approval of Minutes - Meetings of February 23, March 9 and 23, 2010..... **N**
- (7) Old Business/New Business - Traffic Congestion, Alternate Material for Road Swells,  
New Road - Corley Mill/Riverchase, Assessment of Ponds Inventory, Flooding Issues
- (8) Adjournment

**1:55 p.m. - 2:00 p.m. - Airport**

- (1) Approval of Minutes - Meeting of March 23, 2010 ..... **O**
- (2) Old Business/New Business - Fuel Update
- (3) Adjournment

**2:00 p.m. - 2:05 p.m. - Solid Waste**

- (1) Contract to Purchase Real Property ..... **P**
- (2) Approval of Minutes - Meeting of March 9, 2010 ..... **Q**
- (3) Old Business/New Business
- (4) Adjournment

**2:05 p.m. - 4:15 p.m. - Committee of the Whole**

- (1) South Carolina United Serviceman Organization (USO) Presentation - USO South  
Carolina - Dan Hennigan, Advisory Council Member Elect and Joanie Thresher, Director
- (2) Proposed Equipment Cost for Reorganization of Precincts Senate Bill S-963 - Registration  
and Elections Commission - Dean Crepes, Director ..... **R**
- (3) Strategic Visioning Process
  - (A) Goal #3 Update - Councilman Kinard
  - (B) Prioritizing the Objectives of Goals #1 and #2
- (4) Approval of Minutes - Meetings of February 23, March 9 and 23, 2010..... **S**
- (5) Possible Executive Session if Time Permits
- (6) Old Business/New Business - Local Contractors Procurement, Fire Service Volunteer  
Incentives
- (7) Adjournment

## GOALS

1. Provide for public services to citizens of Lexington County.
2. Manage growth to meet needs of Lexington County.
3. Provide innovative Financial Management.

### **Economic Development**

B. Banning, Sr., Chairman  
B. Derrick, V Chairman  
D. Summers  
J. Kinard

### **Justice**

S. Davis, Chairman  
J. Carrigg, Jr., V Chairman  
B. Derrick  
B. Keisler  
J. Kinard

### **Public Works**

B. Derrick, Chairman  
J. Carrigg, Jr., V Chairman  
B. Keisler  
B. Banning, Sr.  
J. Kinard

### **Solid Waste**

D. Summers, Chairman  
T. Cullum, V Chairman  
S. Davis  
J. Jeffcoat  
J. Kinard

### **Planning & Administration**

J. Carrigg, Jr., Chairman  
B. Derrick, V Chairman  
B. Banning, Sr.  
T. Cullum  
J. Kinard

### **Health & Human Services**

J. Jeffcoat, Chairman  
D. Summers, V Chairman  
B. Keisler  
B. Banning, Sr.  
J. Kinard

### **Airport**

M. Todd Cullum, Chairman  
D. Summers, V Chairman  
S. Davis  
J. Jeffcoat  
J. Kinard

### **Committee of the Whole**

J. Kinard, Chairman  
B. Banning, Sr., V Chairman  
B. Derrick  
S. Davis  
D. Summers  
B. Keisler  
J. Jeffcoat  
J. Carrigg, Jr.  
T. Cullum

**A G E N D A**  
**LEXINGTON COUNTY COUNCIL**

**Tuesday, April 13, 2010**

**Second Floor - Dorothy K. Black Council Chambers - County Administration Building**  
**212 South Lake Drive, Lexington, South Carolina 29072**  
**Telephone - 803-785-8103 FAX - 803-785-8101**

**4:30 P.M. - COUNCIL CHAMBERS**

**Call to Order/Invocation**

**Pledge of Allegiance**

**Presentation of Awards**

- (1) Recycling Awards from the South Carolina Department of Health & Environmental Control  
Presented by Kent M. Coleman, Director
  - (A) 2009 Outstanding Waste Reduction/Recycling Program and 2009 Outstanding Local Government Used Oil Recycling Program Awards - Lexington County
  - (B) South Carolina Recycling School of the Year Award - Batesburg-Leesville Elementary School
  - (C) Recycling Center Attendant Recognition Award - Yolanda Web, Babcock Center
- (2) Smart Business Awards to Lexington County Businesses from the South Carolina Smart Business Recycling Program, South Carolina Department of Health & Environmental Control, Office of Solid Waste Reduction and Recycling Presented by Amanda St. John, Coordinator
  - (A) Michelin North America, Inc.
  - (B) Shaw Industries

**Chairman's Report**

**Administrator's Report**

- (1) Presentation of the FY2010-2011 General and Non-General Budgets

**Employee Recognition - Katherine Hubbard, County Administrator**

- (1) National Telecommunications Week - April 11-17, 2010

**Resolutions..... T**

- (1) Fair Housing Month
- (2) Kids Kamp
- (3) Poultry Festival

**Appointments ..... U**

**Bids/Purchases/RFPs**

- (1) HVAC Systems Upgrade (Grant Funds) - Building Services ..... **V**
- (2) Energy Management System Installation (Sole Source) - Building Services ..... **W**
- (3) Line Striping Program - Public Works ..... **X**
- (4) One (1) Landfill Compactor (Replacement) - Solid Waste Management ..... **Y**
- (5) Landfill Compactor Caron Wheel Tips - Solid Waste Management ..... **Z**
- (6) Southeast Collection and Recycling Center - Solid Waste Management ..... **1**
- (7) Turf Erosion Reinforcement Materials - Solid Waste Management ..... **2**

**Approval of Minutes** - Meetings of March 9 and 23, 2010 ..... **3**

**Committee Reports**

**Justice, S. Davis, Chairman**

- (1) FY09 Incident Management Team Grant Award - **Tab D**

**Health & Human Services, J. Jeffcoat, Chairman**

- (1) National Endowment for the Humanities (NEH) Preservation Assistance Grants for Smaller Institution Grant Application - **Tab G**

**Public Works, B. Derrick, Chairman**

- (1) FY10 Municipal “C” Fund Requests - **Tab I**
- (2) Legal Closing of Carroll Hill Drive - **Tab J**

**Solid Waste, D. Summers, Chairman**

- (1) Contract to Purchase Real Property - **Tab P**

**Committee of the Whole, J. Kinard, Chairman**

- (1) Proposed Equipment Cost for Reorganization of Precincts Senate Bill S-963 - Registration and Elections Commission - **Tab R**

**Budget Amendment Resolutions**

**OLD BUSINESS/NEW BUSINESS**

**EXECUTIVE SESSION/LEGAL BRIEFING**

**MATTERS REQUIRING A VOTE AS A RESULT OF EXECUTIVE SESSION**

**ADJOURNMENT**

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The Committee Minutes are left out intentionally until approved by the Committee. Upon the Committee's approval, the minutes will be available on the Internet.

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**COUNTY OF LEXINGTON  
SHSP INCIDENT MANAGEMENT TEAM  
Annual Budget  
Fiscal Year - 2009-10**

Object Code	Revenue Account Title	Actual 2008-09	Received Thru Dec 2009-10	Amended Budget Thru Dec 2009-10	Projected Revenues Thru Jun 2009-10	Additional Funding		
						Requested 2009-10	Recommend 2009-10	Awarded 2009-10
<b>*LE - SHSP Incident Management Team 2485:</b>								
<b>Revenues:</b>								
457000	Federal Grant Income	0	0	205,333	205,333	50,000	50,000	50,000
<b>** Total Revenue</b>		<b>0</b>	<b>0</b>	<b>205,333</b>	<b>205,333</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
<b>***Total Appropriation</b>					<b>205,333</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
FUND BALANCE								
Beginning of Year					<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
FUND BALANCE - Projected								
End of Year					<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

\* Grant funded 100% from SLED.

Fund: 2485  
Division: Law Enforcement  
Organization: 151200 - LE/Operations

		<b>BUDGET</b>					
Object Expenditure Code	Classification	2008-09 Expend	2009-10 Expend (Dec)	2009-10 Amended (Dec)	2009-10 Requested	2009-10 Recommend	2009-10 Awarded
<b>Personnel</b>							
<b>* Total Personnel</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Operating Expenses</b>							
521000	Office Supplies	0	0	10,000	0	0	0
521200	Operating Supplies	0	0	3,277	0	0	0
522300	Vehicle Repairs & Maintenance	0	0	0	500	500	500
524100	Vehicle Insurance	0	0	0	550	550	550
525020	Pagers & Cell Phones	0	0	1,000	0	0	0
525210	Conference, Meeting, & Training Expense	0	0	75,436	10,000	10,000	10,000
525230	Subscription, Dues, & Books	0	0	700	0	0	0
525400	Gas, Fuel, & Oil	0	0	0	500	500	500
525600	Uniforms & Clothing	0	0	2,370	0	0	0
<b>* Total Operating</b>		<b>0</b>	<b>0</b>	<b>92,783</b>	<b>11,550</b>	<b>11,550</b>	<b>11,550</b>
<b>** Total Personnel &amp; Operating</b>		<b>0</b>	<b>0</b>	<b>92,783</b>	<b>11,550</b>	<b>11,550</b>	<b>11,550</b>
<b>Capital</b>							
540000	Small Tools & Minor Equipment	0	0	1,600	0	0	0
	All Other Equipment	0	0	110,950			
	(1) Suburban				35,450	35,450	35,450
	(1) Laptop				3,000	3,000	3,000
<b>** Total Capital</b>		<b>0</b>	<b>0</b>	<b>112,550</b>	<b>38,450</b>	<b>38,450</b>	<b>38,450</b>
<b>*** Total Budget Appropriation</b>		<b>0</b>	<b>0</b>	<b>205,333</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>

## **SECTION V. – PROGRAM OVERVIEW**

This grant will enhance the capabilities of the Midlands Region to respond and manage incidents that may occur. The funds will be used to purchase equipment for incident management and to train personnel in position specific areas of the Incident Command System. The monies will also be used to give personnel first hand experience in management large scale incidents such as wildfires, hurricanes, hazardous materials spills, and other incidents that occur in the US.

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**SECTION VI. C. – OPERATING EXPENSES NARRATIVES**

**522300 – Vehicle Maintenance** **\$ 500**

This account will be used to provide maintenance on the vehicle for the Incident Management Team.

**524100 – Vehicle Insurance** **\$ 550**

This account will be used to provide insurance on the vehicle for the Incident Management Team.

**525210 – Conference, Meetings & Training Expense** **\$ 10,000**

This account will be used to provide travel and training for the Incident Management Team.

**525400 – Gas, Fuel, and Oil** **\$ 500**

Account used to provide fuel for the vehicle being purchased for the Incident Management Team

**SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES**

**5A - Suburban** **\$ 35,450**

The Suburban will be an unassigned vehicle that will be used solely for Incident Management Team purposes. The vehicle will be used to transport team members to meetings, training and team callouts. The vehicle will also be used to move equipment and to haul the 16” trailer for the team.

**5A - Laptop** **\$ 3,000**

This laptop will be used by the team coordinator to maintain team training, contact and availability information and to maintain the Incident Qualification System software used by the team. The laptop will also be used to run I-Suite, a command software system used by the team. This will allow this a quicker initial response to incidents by allowing the initial startup prior to the arrival of the team and equipment.

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# SOUTH CAROLINA LAW ENFORCEMENT DIVISION

MARK SANFORD  
Governor



REGINALD I. LLOYD  
Director

October 23, 2009

Major George Brothers  
Lexington County Sheriff's Office  
Post Office Box 639  
Lexington, South Carolina 29071

RE: Fiscal Year 2009 State Homeland Security Program  
Grant Number: 9SHSP12  
Project Title: Midlands Regional Type III Incident Management Team \$50,000.00  
  
Total Amount of Award: \$50,000.00

Dear Major Brothers:

We are pleased to provide you with the original and one copy of the grant award approved by this office in the amount of \$50,000.00. This award will be effective upon **final approval** of the grant application budget and program narrative to be filled out on the Homeland Security Electronic Grant Management System located on the internet at <https://www.southcarolinadhs.com>. Final approval of the grant application will be sent to you in the form of a Grant Adjustment Notice. **No funds are to be obligated or expended until receipt of the Grant Adjustment Notice.** Additionally, in order to complete this award, it is necessary that the Official Authorized to Sign return the original grant award with an original signature no later than **November 16, 2009**. The signed original should be sent to the following address:

South Carolina Law Enforcement Division  
Office of Homeland Security  
Post Office Box 21398  
Columbia, South Carolina 29221-1398

As a reminder, the Request for Payment/Quarterly Fiscal Report is due within 30 days of the end of every calendar quarter. The **final** Request for Payment/Quarterly Fiscal Report and the Program Evaluation are due 45 days after the end of the grant period. Semi-annual Progress Reports are due within 30 days after the end of the reporting period, until the expiration of the grant. Your commitment to addressing the homeland security needs in your community and throughout South Carolina is appreciated.

Sincerely,

Reginald I. Lloyd, Director  
South Carolina Law Enforcement Division

Enclosure



An Accredited Law Enforcement Agency

P.O. Box 21398 / Columbia, South Carolina 29221-1398 / (803) 737-9000 / Fax (803) 896-7041

SOUTH CAROLINA LAW ENFORCEMENT DIVISION  
OFFICE OF HOMELAND SECURITY  
POST OFFICE BOX 21398  
COLUMBIA, SOUTH CAROLINA 29221-1398

**GRANT AWARD**

**Subgrantee:** Lexington County Sheriff's Office

**Project Title(s):** Midlands Regional Type III Incident Management Team \$50,000.00

**Grant Period:** 10/01/09-11/30/10 **Date of Award:** 10/23/2009

**Total Amount of Award:** \$50,000.00 **Grant Number:** 9SHSP12

In accordance with the provisions of Federal Fiscal Year 2009 State Homeland Security Grant Program, the South Carolina Law Enforcement Division (SLED) hereby awards to the foregoing Subgrantee a grant in the amount shown above. The CFDA number is 97.067 and SLED's federal grant number is 2009-SS-T9-0084.

**Payment of Funds:** The original signed copy of this Award must be signed by the *Official Authorized to Sign* in the space below and returned to SLED **no later than November 16, 2009**. The grant shall be effective upon return of this form and final approval by SLED of the grant budget and program narrative. Final approval of the grant application will be sent in the form of a Grant Adjustment Notice. **No funds are to be obligated or expended until receipt of the Grant Adjustment Notice.** Grant funds will be disbursed to subgrantees (according to the approved project budget) upon clearance of special conditions and receipt of evidence that funds have been invoiced and products received and/or that funds have been expended (i.e., invoices, contracts, itemized expenses, etc.).

**Conditions:** I certify that I understand and agree that funds will only be expended for those projects outlined in the funding amounts as individually listed above. I also certify that I understand and agree to comply with the general and fiscal terms and conditions of the grant including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized to commit the applicant to these requirements; that costs incurred prior to grant application approval will result in the expenses being absorbed by the subgrantee; and that all agencies involved with this project understand that all federal funds are limited to the specified performance period.

**Supplantation:** The Act requires that subgrantees provide assurance that subgrant funds will not be used to supplant or replace local or state funds or other resources that would otherwise have been available for homeland security activities. In compliance with that mandate, I certify that the receipt of federal funds through SLED shall in no way supplant or replace state or local funds or other resources that would have been made available for homeland security activities.

ACCEPTANCE FOR THE SUBGRANTEE

\_\_\_\_\_  
Signature of Official Authorized to Sign

  
\_\_\_\_\_  
Signature of SLED Agency Director

GRANT AWARD NOTICE: THIS AWARD IS SUBJECT TO THE GRANT SPECIAL CONDITIONS AND FINAL APPROVAL BY SLED OF THE SUBGRANTEE'S GRANT PROGRAM BUDGET AND NARRATIVE



**COUNTY OF LEXINGTON  
VIOLENCE AGAINST WOMEN ACT  
Annual Budget  
FY - 2010-11 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2008-09	Received Thru Dec 2009-10	Amended Budget Thru Dec 2009-10	Projected Revenues Thru Jun 2009-10	Requested 2010-11	Recommend 2010-11	Approved 2010-11
<b>*LE - Violence Against Women Act 2456:</b>								
<b>Revenues (Organization: 000000)</b>								
457000	Federal Grant Income	207,530	53,292	136,842	136,842	157,549	157,549	
801000	Op Trn from General Fund/LE	0	0	19,040	19,040	0	0	
<b>** Total Revenue</b>		<b>207,530</b>	<b>53,292</b>	<b>155,882</b>	<b>155,882</b>	<b>157,549</b>	<b>157,549</b>	
<b>***Total Appropriation</b>					155,882	157,549	164,732	
FUND BALANCE								
Beginning of Year					7,183	7,183	7,183	
FUND BALANCE - Projected								
End of Year					7,183	7,183	0	

\*\* The \$52,516 in-kind match will come from the Sheriff's Department General Fund.

**COUNTY OF LEXINGTON  
VIOLENCE AGAINST WOMEN ACT  
Annual Budget  
Fiscal Year - 2010-11**

Fund: 2456  
Division: Law Enforcement  
Organization: 151200 - LE/Operations

				<i><b>BUDGET</b></i>		
Object Expenditure Code Classification	2008-09 Expend	2009-10 Expend (Dec)	2009-10 Amended (Dec)	2010-11 Requested	2010-11 Recommend	2010-11 Approved
<b>Personnel</b>						
510100 Salaries & Wages - 2	81,073	36,622	95,748	85,000	81,057	
510199 Special Overtime	964	307	1,805	3,000	3,000	
510200 Overtime	295	0	0	0	0	
511112 FICA - Employer's Portion	5,924	2,637	7,819	6,732	6,430	
511113 State Retirement - Employer's Portion	3,541	1,594	4,408	3,756	3,523	
511114 Police Retirement - Employer's Portion	5,019	2,249	6,265	5,189	5,366	
511120 Insurance Fund Contribution - 2	12,000	7,500	18,750	16,000	15,600	
511130 Workers Compensation	1,640	736	2,047	2,957	1,526	
515600 Clothing Allowance -1	800	400	0	800	800	
519999 Personnel Contingency	0	0	0	0	6,131	
<b>* Total Personnel</b>	<b>111,256</b>	<b>52,045</b>	<b>136,842</b>	<b>123,433</b>	<b>123,433</b>	
<b>Operating Expenses</b>						
521000 Office Supplies	1,692	0	3,500	4,000	4,000	
521200 Operating Supplies	3,428	0	2,500	3,000	3,000	
522200 Small Equipment Repairs & Maintenance	0	0	0	0	0	
522300 Vehicle Repairs & Maintenance	12	0	1,500	1,000	1,000	
524100 Vehicle Insurance	530	265	546	546	546	
524201 General Tort Liability Insurance	798	399	769	1,490	1,490	
524202 Surety Bonds	0	0	0	0	0	
525004 WAN Service Charges	0	0	0	0	1,440	
525020 Pagers & Cell Phones	816	227	4,164	2,880	1,440	
525030 800 MHz Radio Service Changes	355	96	687	720	720	
525031 800 MHz Radio Maintenance Fee	0	0	0	0	0	
525041 E-mail Service Charges	195	70	174	180	162	
525210 Conference, Meeting & Training Expense	2,303	0	0	3,400	3,400	
525240 Personal Mileage Reimbursement	715	494	1,200	1,200	1,200	
525400 Gas, Fuel and Oil	2,443	0	4,000	6,000	6,000	
529903 Contingency	0	0	0	0	7,201	
<b>* Total Operating</b>	<b>13,287</b>	<b>1,551</b>	<b>19,040</b>	<b>24,416</b>	<b>31,599</b>	
<b>** Total Personnel &amp; Operating</b>	<b>124,543</b>	<b>53,596</b>	<b>155,882</b>	<b>147,849</b>	<b>155,032</b>	
<b>Capital</b>						
540000 Small Tools & Minor Equipment	0	0	0	0	0	
540010 Minor Software	45	0	0	0	0	
All Other Equipment	72,725	0	0			
(15) Digital Cameras & Accessories				7,500	7,500	
(1) Digital Software System				2,200	2,200	
<b>** Total Capital</b>	<b>72,770</b>	<b>0</b>	<b>0</b>	<b>9,700</b>	<b>9,700</b>	
<b>*** Total Budget Appropriation</b>	<b>197,313</b>	<b>53,596</b>	<b>155,882</b>	<b>157,549</b>	<b>164,732</b>	

#### **SECTION V. - PROGRAM OVERVIEW**

Three decisions by the United States Supreme Court (*Washington v. Crawford*, *Davis v. Washington* and *Hammon v. Indiana*) have dramatically changed the way in which prosecutors can proceed with domestic violence prosecution, especially when victims do not appear for court. The Lexington County Sheriff's Department began keeping detailed statistics on the specialized criminal domestic violence court (CDVC) in July 2005. At least 80% of victims either do not appear or have reconciled with the offender at the first appearance date. This court date is usually held within six weeks of arrest. This statistic demonstrates the need to be able to proceed with victimless prosecution or have the ability to demonstrate to a jury why a victim recants testimony at trial. Increasing the level of pre-trial contact with the victims through telephone calls, letters, and, when necessary home visits, would be a benefit to the victim, as well increase the level of victim participation in the prosecutorial process.

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**SECTION VI. B. – LISTING OF POSITIONS**

	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
<b>Current Staffing Level:</b>					
<b>Victim's Bill of Rights Fund (141)</b>					
Victim Asst. Officer/Law Enf.	3	0	3	3	20
Victim Assistance Coordinator	2	0	2	2	6
<b>Totals:</b>	<b>5</b>		<b>5</b>	<b>5</b>	

	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
<b>LE / Operations (151200)</b>					
VAWA Investigator	1	0	1	1	13
Program Coordinator	1	0	1	1	11
<b>Totals:</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>2</b>	

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**SECTION VI. C. – OPERATING LINE ITEM NARRATIVES**

**521000 – OFFICE SUPPLIES** **\$ 4,000**

Office supplies are required to perform the job tasks required of the grant. The items to be purchased, including but not limited to pens, file jackets, folders, diskettes, calendars and other general supplies that are used daily. Ink cartridges will be required for use with the large printer. These cartridges must be used to produce quality photographs for case presentations. Specialized case management files are necessary for individual cases to be organized and stored. Portfolio folders are required for each case for court papers and other important documents used in the courtroom.

**521200 – OPERATING SUPPLIES** **\$ 3,000**

Photograph paper must be purchased for the daily operational needs to fulfill the requirements of the grant. Quality photograph paper is required for printing of pictures captured for evidence purposes. Batteries will be required for battery-operated equipment. CD's are required for the downloading of the investigative file for case documentation and court purposes.

**522300 – VEHICLE REPAIRS AND MAINTENANCE** **\$ 1,000**

Vehicle repairs and maintenance are estimated at \$1,000 X 1 vehicle = \$1,000.

**524100 – VEHICLE INSURANCE** **\$ 546**

The Risk Manager estimates the vehicle insurance cost at \$546 X 1 vehicle = \$546.

**524201 – GENERAL TORT LIABILITY INSURANCE** **\$ 1,490**

The General Tort Liability Insurance cost is estimated at 2 employees X \$745 = \$1,490.

**525004 – WAN SERVICE CHARGES** **\$ 1,440**

Air card fees are required for the personnel to have access to the internet CDV files and the Sheriff's Department NCIC In-house criminal history files while in court or working in the field.

The air card monthly service is estimated at \$60/month X 12 months X 2= \$1,440.

**525020 – PAGERS AND CELL PHONES** **\$ 1,440**

Cell phone service is requested for the victim assistance personnel so that they may communicate effectively with each other and make contact to those individuals that are involved in cases.

The monthly service charge for cell phones is estimated at \$60/month X 12 months X 2= \$1,440.

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**525030 – 800 MHz RADIO SERVICE CHARGES** **\$ 720**

The 800 MHz radio fees plus roaming fees is required for the operation of 800 MHz radios.

The monthly service charge is estimated at  $\$60 \times 12 = \$720$ .

**525041 – E-MAIL SERVICE CHARGES** **\$ 162**

The monthly service charge is estimated at  $\$6.75/\text{month} \times 2 \text{ employees} \times 12 \text{ months} = \$162$ .

**525210 – CONFERENCE, MEETING & TRAINING EXPENSE** **\$ 3,400**

The terms and conditions of the grant requires that all grant employees attend at least two training conferences per year to make them more efficient in the scope of their job duties and to be in compliance with the laws governing the tasks of victim assistance.

**525240 – PERSONAL MILEAGE REIMBURSEMENT** **\$ 1,200**

The grant reimburses the mileage at the federal rate for the grant-funded program coordinator to allow travel to court and to perform their duties within the scope of the grant.

**525400 – GAS, FUEL, AND OIL** **\$ 6,000**

The investigator must travel to court and investigative scenes while performing his duties. The budgeted amount is an estimate.

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**SECTION VI. D. –CAPITAL LINE ITEM NARRATIVES**

**5A - (15) DIGITAL CAMERAS AND ACCESSORIES \$ 7,500**

The high-resolution digital cameras, carrying cases and accessories will be used to take digital photographs at the crime scene and download onto the system for immediate dissemination and comparisons of images with law enforcement databases.

**5A - (1) DIGITAL SOFTWARE SYSTEM \$ 2,200**

Digital software is required to allow the recording of 911 calls onto a CD. The software will be installed onto the computers to allow the recording of the 911 Emergency tapes onto CD's to be used as evidence. This will help to assure the establishment of proper procedures for court presentation and case solidification.

The Committee Minutes are left out intentionally until approved by the Committee. Upon the Committee's approval, the minutes will be available on the Internet.



**COUNTY OF LEXINGTON**  
**NEH PRESERVATION ASSISTANCE GRANT**  
**Annual Budget**  
**Fiscal Year - 2009-10**

Object Code	Revenue Account Title	Actual 2008-09	Received Thru Dec 2009-10	Amended Budget Thru Dec 2009-10	Projected Revenues Thru Jun 2009-10	Requested 2010-11	Recommend 2010-11	Approved 2010-11
<b>* Preservation Assistance Grants:</b>								
<b>Revenues:</b>								
457000	Federal Grant Income	0	0	0	0	5,779	5,779	
<b>** Total Revenue</b>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,779</u>	<u>5,779</u>	
<b>***Total Appropriation</b>					0	5,779	5,779	
FUND BALANCE								
Beginning of Year					<u>0</u>	<u>0</u>	<u>0</u>	
FUND BALANCE - Projected					<u>0</u>	<u>0</u>	<u>0</u>	
End of Year					<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	

Fund 1000  
Division: Museum  
Organization: 171700

Object Code	Expenditure Classification	<b>BUDGET</b>					
		2008-09 Expend	2009-10 Expend (Dec)	2009-10 Budgeted (Dec)	2010-11 Requested	2010-11 Recommend	2010-11 Approved
<b>Personnel</b>							
<b>* Total Personnel</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Operating Expenses</b>							
521200	Operating Supplies	0	0	0	134	134	
<b>* Total Operating</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>134</b>	<b>134</b>	
<b>** Total Personnel &amp; Operating</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>134</b>	<b>134</b>	
<b>Capital</b>							
540000	Small Tools & Minor Equipment	0	0	0	117	117	
	(1) Hygrothermograph	0	0	0	1,303	1,303	
	(5) Dataloggers	0	0	0	3,342	3,342	
	(25) Storage Boxes	0	0	0	719	719	
	(5) Acid-Free Folders	0	0	0	164	164	
<b>** Total Capital</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>5,645</b>	<b>5,645</b>	
<b>*** Total Budget Appropriation</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>5,779</b>	<b>5,779</b>	

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**SECTION VI. A. - SUMMARY OF REVENUES**

**457000 – Federal Grant Income** **\$ 5,779**

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**SECTION VI. C. - OPERATING LINE ITEM NARRATIVES**

**521200 – Operating Supplies** **\$ 134**

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Hygrothermograph replacement sheets are needed to replace the sheets used by the hygrothermograph. Each sheet lasts 7 days and there are 100 sheets in each replacement pack.

Replacement Sheets Pack (2 replacement packs @ \$64.99 plus shipping)

**SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES**

**540000 – Small Tools & Minor Equipment** **\$ 117**

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Thermohygrometers are small devices which fit inside exhibit cases and monitor temperature and relative humidity.

Thermohygrometer (6 @ 18.90 plus shipping)

**HYGROTHERMOGRAPH** **\$ 1,303**

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The hygrothermograph monitors the temperature and the relative humidity in a building and records them on a sheet of paper, which will allow for a long term picture of temperature and relative humidity change over time.

Hygrothermograph (1 @ \$1,275.00 plus shipping)

**DATALOGGERS** **\$ 3,342**

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Dataloggers are electronic devices that monitor the temperature and relative humidity in a room and store them for a short period of time and the results can then be transferred to a computer. These are small and will not be noticed by the public while taking tours.

Datalogger (5 @ \$655.00 plus shipping)

**STORAGE BOXES**

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**\$ 719**

These storage boxes are specially designed for museum artifacts. These boxes are made of acid-free materials, ensuring that acids won't help deteriorate the artifacts. These boxes are also big enough so that folding is not required.

Textile Storage Boxes 10"W x 30"L x 4"H (5 @ \$29.25 plus shipping)

Textile Storage Boxes 18"W x 40"L x 6"H (10 @ \$46.15 plus shipping)

Archival Storage Boxes (10 @ \$9.59 plus shipping)

**ACID-FREE FOLDERS**

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**\$ 164**

These folders are specially designed for historic documents. They are buffered and are made of acid-free materials. The materials it is made from will not degrade the artifacts.

Box of Folders (5 @ \$32.05 plus shipping)

## NATIONAL ENDOWMENT FOR THE HUMANITIES

# Preservation Assistance Grants for Smaller Institutions

**RECEIPT DEADLINE: May 18, 2010** (for projects beginning January 2011)

**Date posted:** February 4, 2010

Catalog of Federal Domestic Assistance (CFDA)  
Number: 45.149

## Questions?

Program questions should be directed to NEH's Division of Preservation and Access at 202-606-8570 or [preservation@neh.gov](mailto:preservation@neh.gov). Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

## I. Program Description

Preservation Assistance Grants help small and mid-sized institutions—such as libraries, museums, historical societies, archival repositories, cultural organizations, town and county records offices, and colleges and universities—improve their ability to preserve and care for their humanities collections. These may include special collections of books and journals, archives and manuscripts, prints and photographs, moving images, sound recordings, architectural and cartographic records, decorative and fine art objects, textiles, archaeological and ethnographic artifacts, furniture, historical objects, and digital materials.

Applicants must draw on the knowledge of consultants whose preservation skills and experience are related to the types of collections and the nature of the activities that are the focus of their projects. Within the conservation field, for example, conservators usually specialize in the care of specific types of collections, such as objects, paper, or paintings. Applicants should therefore choose a conservator whose specialty is appropriate for the nature of their collections.

### NEH Information

- [Endowment-Wide Programs and Initiatives](#)
- [Division of Preservation and Access](#)

### Guideline Overview

- I. [Program Description](#)
- II. [Award Information](#)
- III. [Eligibility](#)
- IV. [Application and Submission](#)
- V. [Application Review](#)
- VI. [Award Administration](#)
- VII. [Points of Contact](#)
- VIII. [Other Information](#)

### Budget Resources

- [Sample budget](#) (1-Page PDF)

### Program Resources

- [Frequently asked questions](#)
- [Sample Projects](#)
- [Sample narratives](#)
  - [Chicago Film Archives](#) (5-page PDF)
  - [City of Ontario](#) (6-page PDF)
  - [Louisiana State University at Alexandria](#) (5-page PDF)
  - [Museum of Printing History](#) (6-page PDF)
  - [Shady Side Rural Heritage](#)

Similarly, when assessing the preservation needs of archival holdings, applicants must seek a consultant specifically knowledgeable about archives and preservation. Because the organization and the preservation of archival collections must be approached in tandem, an archival consultant should also provide advice about the management and processing needs of such holdings as part of a preservation assessment that includes long-term plans for the arrangement and description of archival collections.

Small and mid-sized institutions that have never received an NEH grant are especially encouraged to apply.

**Preservation Assistance Grants may be used for purposes like these.**

- **General preservation assessments**

Applicants may engage a conservator, preservation librarian, archivist, or other appropriate consultant to conduct a general preservation assessment and to help draft a long-range plan for the care of humanities collections. The consultant visits the institution to assess policies, practices, and conditions affecting the care and preservation of humanities collections and prepares a report that summarizes the findings and contains prioritized recommendations for future preservation action.

- **Consultations with professionals to address a specific preservation issue, need, or problem**

Applicants may hire a consultant to help address challenges in the stewardship of humanities collections. For example, consultants can provide advice about

- developing disaster preparedness and response plans;
- establishing environmental monitoring programs, instituting integrated pest management programs, and developing plans for improving environmental conditions or security or fire protection for collections;
- studying light levels in exhibition and storage spaces and recommending appropriate methods for controlling light and reducing damage to collections;
- developing detailed plans for improving storage or rehousing a collection; and
- assessing the conservation treatment needs of selected items in a collection.

From preliminary discussions about the proposed assessment, a consultant may be able to anticipate an institution's need for basic preservation supplies. In such cases, the applicant

[Society](#)  
(7-page PDF)

- [DUNS number requirement](#)

### Grants.gov Help

- [Registration Checklist](#)
- [Download the current version of Adobe Reader](#)
- [How to Convert Documents into PDFs](#)
- [Tips for Creating PDF Files in Grants.gov Applications](#)
- [Grants.gov FAQs](#)
- [Grants.gov Customer Support](#)
- [Troubleshooting tips](#)



To obtain a printed version of these guidelines, call 202-606-8446, send an e-mail to [info@neh.gov](mailto:info@neh.gov), or write to NEH, Office of Communications, 1100 Pennsylvania Avenue, NW, Washington, DC 20506.

may request funds to purchase the recommended supplies, but only if the consultant's letter of commitment provides a description of the supplies and justification for their use. After the on-site visit, the consultant can refine the list of supplies to be purchased.

- **Purchase of storage furniture and preservation supplies**

Applicants who have completed a preservation assessment or consulted with an appropriate professional may request funds to purchase permanent and durable furniture and supplies (e.g., cabinets and shelving units, storage containers, boxes, folders, and sleeves). If an institution's staff and volunteers have limited experience in rehousing collections, the institution should enlist the help of a consultant to provide guidance and training at the beginning of the project. Applicants requesting storage supplies should discuss how plans for the organization or arrangement of the collections have informed the selection of supplies and equipment.

- **Purchase of environmental monitoring equipment for humanities collections**

Applicants may purchase environmental monitoring equipment (e.g., dataloggers, hygrothermographs, and light meters). If the institution's staff does not have experience using the equipment, the application should include a request for training in the use and installation of the equipment and the interpretation of the monitoring data.

- **Education and training**

Applicants may request support to send staff members who work with humanities collections to workshops and training courses addressing both preservation and access topics.

Applicants may also hire a consultant to conduct on-site training for staff and volunteers. On-site workshops may be tailored to meet specific needs and holdings of the institution. Staff and volunteers from neighboring organizations may also be invited to participate in on-site workshops.

Education and training requests may address both preservation and access topics. For example, workshops could focus on such topics as the following:

- preservation and care of humanities collections (often offered by collection type, e.g., textiles, paintings, photographs, archival records, manuscripts, and books),
- methods and materials for the storage of collections,
- environmental monitoring programs,
- disaster preparedness and response,
- best practices for cataloging art and material culture collections,
- proper methods for the arrangement and description of archival collections,
- best practices for sustaining digital collections,
- standards for digital preservation, and
- care and handling of collections during digitization.

*Applicants may combine two or more elements of the project types listed above in a single application.* For example, an applicant may request funds for a consultant to conduct a preservation assessment and an on-site preservation workshop for the institution's staff. In such cases, the consultant's letter of commitment should describe both the assessment and the on-site workshop.

NEH grants may support consultant fees, workshop registration fees, travel and per diem expenses, and the costs of purchasing and shipping preservation supplies and equipment.

### **Previously funded projects**

An institution that has received a Preservation Assistance Grant may apply for another grant to support the next phase of its preservation efforts. For example, after completing a preservation assessment, an institution might apply to purchase storage supplies and cabinets to rehouse a collection identified as a high priority for improved storage. These proposals receive no special consideration and will be judged by the same criteria as others in the grant competition.

### **Preservation Assistance Grants may not be used for**

- projects that focus on collections that fall outside of the humanities;
- projects that preserve, organize, or describe materials that are not regularly accessible for research, education, or public programming;
- projects that preserve, organize, or describe materials that are the responsibility of an agency of the federal government;
- conservation or restoration treatments (including deacidification and encapsulation) or the purchase of conservation or restoration treatment supplies and equipment (e.g., mending tape, erasers, and cleaning supplies), or library binding;
- graduate-level conservation training or training related to advanced conservation treatment;
- projects that focus on preserving or restoring buildings or other structures;
- capital improvements to buildings and building systems, including the purchase of equipment such as air conditioners, dehumidifiers, and security and fire protection systems;
- projects that seek to catalog, index, or arrange and describe collections;
- reformatting of collections (e.g., digitizing, photocopying, microfilming, or copying to another medium) or the purchase of equipment for reformatting (e.g., computers, scanners, digital cameras, cassette decks, and CD-ROM drives);
- development of digitization programs or digital asset management systems;
- purchase of computers;
- salaries and fringe benefits for the staff of an institution;
- attendance at regular meetings of museum, library, archives, or preservation organizations; or
- the recovery of indirect costs.

## **II. Award Information**

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Outright grants of up to \$6,000 will be awarded.

(Learn more about different [types of grant funding](#).)

All grants are awarded for a period of eighteen months, although a grantee may complete a project in a shorter period of time.

### Cost sharing

Cost sharing includes cash contributions to a project by the applicant and third parties as well as in-kind contributions, such as donated goods and services. Cost sharing also includes gift money raised to release federal matching funds. Cost sharing is not required in this program. If eligible expenses are more than \$6,000, an applicant may cover the difference and show this as cost sharing in the project's budget.

## III. Eligibility

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U.S. nonprofit organizations are eligible, as are state and local governmental agencies and tribal governments. Individuals are not eligible to apply.

Only one application for a Preservation Assistance Grant may be submitted annually by an institution, although distinct collecting entities of a larger organization may apply in the same year, such as the library and museum of a university or two historic sites within a historical society.

Applicants must also

- care for and have custody of the humanities collections that are the focus of the application;
- have at least one staff member or the full-time equivalent, whether paid or unpaid; and
- be open and be able to provide services or programs at least 120 days per year.

NEH generally does not award grants to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using grant funds from, or sites and materials controlled by, other federal entities in their projects.

Late, incomplete, and ineligible applications will not be reviewed.

## IV. Application and Submission Information

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### Application advice:

Prior to preparing and submitting a proposal, applicants are encouraged to look at the list of [sample projects](#), review sample narratives ([Chicago Film Archives](#) [5-page PDF], [City of Ontario](#) [6-page PDF], [Louisiana State University at Alexandria](#) [5-page PDF], and the [Museum of Printing History](#) [6-page PDF]), [Shady Side Rural Heritage Society](#) [7-page PDF], and review the [Frequently Asked Questions](#).

### HOW TO PREPARE YOUR APPLICATION

You will prepare your application for submission via Grants.gov just as you would a paper application. Your application should consist of the following parts:

#### 1. Narrative

Answer the following questions in order. State each question as the heading for the answer to that question. Project narratives are limited to five single-spaced pages. The font size should be no smaller than eleven point and all pages should have one-inch

margins. Applicants should keep the application review criteria ([see below](#)) in mind when writing their narratives.

**A. What activity (or activities) would the grant support?**

State the specific activity or activities that the grant would support and the goals of the proposed project.

**B. What are the content and size of the humanities collections that are the focus of the project?**

Describe the collections that are the focus of the grant, emphasizing their significance to the humanities. Identify the categories of materials and indicate, where pertinent, the date ranges, quantities, and intellectual content. Highlight specific examples of important items in the collections. The description of your collections should be about one full page in length.

A description of an archival collection, for example, might begin by stating that the collection comprises two hundred letters written by a school teacher between 1870 and 1885; twenty-four linear feet of records pertaining to a local business active from 1940 through 1970; fifty-two maps documenting the history and development of the locality; twelve volumes of birth and death records for local residents from 1860 to 1950; and nine hundred photographs from a photographic studio active during the 1930s and 1940s. The description should then proceed to discuss in detail the content of these materials and their significance to the humanities.

If the project focuses only on a portion of an institution's collections, briefly describe the overall collections and then provide a detailed account of the portion on which the project focuses.

**C. How are these humanities collections used?**

Explain how the collections are used. If collections are used for exhibitions or educational programs, describe the nature of these programs. For example, explain how collections have been used in an exhibition that explores a community's history or how they have been used in school programs and classroom instructional materials. If the collections are used for research, describe the range of subjects that have been (or could be) explored. Provide examples of research projects conducted by students, scholars, or genealogists. By discussing the use of collections, an applicant will help evaluators understand their importance to the humanities and to the institution's mission. This section of the application should be about one full page in length.

**D. What is the nature and mission of your institution?**

Describe the mission of the institution and discuss specific budget or staffing considerations that characterize it as a small or mid-sized institution. Libraries, archives, or museums that are part of a larger organization, such as a college or university, should provide this information for their institutional unit.

All institutions should include the following information:

- type of institution: museum, archive, arts or cultural organization, historical organization, public library, historic site or house, college, university, or research library (if other, explain);
- size of operating budget in the most recently completed fiscal year;

- number of full-time paid staff members;
- number of part-time paid staff members;
- number of volunteers; and
- number of days or hours per year when the institution is open.

**E. Has your institution ever had a preservation or conservation assessment or consultation?**

If yes, provide the date of the assessment, the name(s) of the assessor(s), and, if applicable, explain how any previous assessments or consultations relate to or support the proposed project activity.

Has your institution ever engaged a preservation consultant for purposes other than a general preservation or conservation assessment? If yes, briefly elaborate.

**F. What is the importance of this project to the institution?**

Discuss how this project fits into the institution's overall preservation needs or plans. Describe the current condition of collections and the environment in which they are stored. Explain how the proposed activities build on previous preservation efforts and how the project fits into future preservation plans.

Applicants proposing to attend workshops or training courses should describe their content and explain how the knowledge gained would be used to improve preservation practices at the institution. Workshops must be attended during the period of the grant. If a regularly offered workshop has not been scheduled at the time of application, contact the workshop's provider to confirm that it will be offered. In an appendix, provide information about the workshop (e.g., a description, announcement, or program) obtained from the provider.

**G. What are the names and qualifications of the consultant(s) and staff involved in the project?**

Using short paragraphs, provide the name(s) and qualifications of the consultant(s) selected for the project, as well as the names and relevant experiences of the participating staff. Applicants requesting training in the care and preservation of humanities collections must seek a consultant specifically knowledgeable about the collection type or types on which the project focuses. For preservation training projects, identify the staff person(s) who will attend the training and state their positions and responsibilities.

Consultants are required to submit letters of commitment that guarantee their participation in the project and describe their plan of work. These letters should be included in one of the application's appendices, along with the consultants' résumés.

**H. What is the plan of work for the project?**

Outline the steps of the project, the sequence in which they will occur, and indicate who is responsible for which activities.

Consultants are required to submit a letter of commitment that guarantees their participation in the project and describes their plan of work.

**2. Budget**

Provide an itemized budget showing the project's expenses rounded to the nearest dollar.

To illustrate the format that you should follow, a sample budget is provided [here](#).

Cost sharing is not required for Preservation Assistance Grants. However, if eligible expenses are greater than \$6,000, the applicant will need to cover the difference and should enter the amount in excess of \$6,000 on the cost-sharing line of the Supplementary Cover Sheet and in the budget. For example, if a project costs \$8,850, the applicant may request \$6,000 from NEH and provide cost sharing in the amount of \$2,850.

### 3. Appendices

- **Supporting documentation**

For projects based on a previous preservation assessment, attach a copy of the executive summary of the assessment.

For projects that involve purchasing supplies and equipment, provide a list that identifies each item, quantity, unit cost, and the name of the vendor.

For projects that involve purchasing storage furniture, provide a description of the furniture, the materials from which it is made, unit cost, and the name of the vendor.

For preservation training projects, attach workshop descriptions, announcements, or programs.

- **Brief résumés (no longer than two pages) for project director and other key staff**

- **Résumés and letters of commitment for project consultant(s)**

Any project that uses a consultant must provide a résumé and letter of commitment from the consultant.

## HOW TO SUBMIT YOUR APPLICATION VIA GRANTS.GOV

### Register or Verify Registration with Grants.gov

Applications for this program must be submitted via [Grants.gov](#). Before using Grants.gov for the first time, each organization must register with the Web site to create an institutional profile. Once registered, your organization can then apply for any government grant on the Grants.gov Web site.

If your organization has already registered and you have verified that your registration is still valid, you may skip this step. If not, please see our handy [checklist](#) to guide you through the registration process. **We strongly recommend that you complete or verify your registration at least two weeks before the application deadline, as it takes time for your registration to be processed.** If you have problems registering with Grants.gov, call the Grants.gov help desk at 1-800-518-4726.

### Download the Free Adobe Reader software

To fill out a Grants.gov application package, you will need to download and install the current version of Adobe Reader. The latest version of Adobe Reader, which is designed to function with PCs and Macintosh computers using a variety of popular operating systems, is available at no

charge from the Adobe Web site ([www.adobe.com](http://www.adobe.com)). Click on “Get Adobe Reader” and then “Download Now.”

Once installed, the current version of Adobe Reader will allow you to view and fill out Grants.gov application packages for any federal agency. If you have a problem installing Adobe Reader, it may be because you do not have permission to install a new program on your computer. Many organizations have rules about installing new programs. If you encounter a problem, contact your system administrator.

### Download the Application Package

To submit your application, you will need to download the application package from the Grants.gov Web site. You can download the application package at any time. (You do not have to wait for your Grants.gov registration to be complete.) Click the button to the right to download the package.



Save the application package to your computer’s hard drive. To open the application package, select the file and double click. You do not have to be online to work on it.

You can save your application package at any time by clicking the “Save” button at the top of your screen. *Tip:* If you choose to save your application package before you have completed it, you may receive an error message indicating that your application is not valid if all of the forms have not been completed. Click “OK” to save your work and complete the package another time. You can also use e-mail to share the application package with members of your organization or project team.

The application package contains three forms that you must complete in order to submit your application:

1. **Application for Federal Domestic Assistance - Short Organizational (SF-424 Short)**—this form asks for basic information about the project, the project director, and the institution.
2. **Supplementary Cover Sheet for NEH Grant Programs**—this form asks for additional information about the project director, the institution, and the budget.
3. **NEH Attachment Form**—this form allows you to attach your narrative, budget, and the other parts of your application.

To assist applicants, Grants.gov provides a helpful [troubleshooting](#) page.

### How to Fill Out the SF-424 Short Form

Select the form from the menu and double click to open it. In Items 6, 7, 8, and 9 below, NEH recommends that the project title, brief project description, project director’s name, primary contact/grants administrator’s name, and authorized representative’s name be typed directly onto the form, instead of being pasted in; pasted-in quotation marks, diacriticals, and other symbols are often converted into question marks during transmittal.

Please provide the following information:

1. **Name of Federal Agency:** This will be filled in automatically with “National Endowment for the Humanities.”

2. **Catalog of Federal Domestic Assistance Number:** This will be filled in automatically with the CFDA number and title of the NEH program to which you are applying.
3. **Date Received:** Please leave blank.
4. **Funding Opportunity Number:** This will be filled in automatically.
5. **Applicant Information:** In this section, please supply the name, address, employer/taxpayer identification number (EIN/TIN), DUNS number, Web site address, and congressional district of the institution. Also choose the “type” that best describes your institution (you only need to select one).

If your institution is located, for example, in the 5th Congressional District of your state, put a “5.” If your institution doesn’t have a congressional district (e.g., it is in a state or U.S. territory that doesn’t have districts or is in a foreign country), put a “0” (zero).

All institutions applying to federal grant programs are required to provide a DUNS number, issued by Dun & Bradstreet, as part of their application. Project directors should contact their institution’s grants administrator or chief financial officer to obtain their institution’s DUNS number. Federal grant applicants can obtain a DUNS number free of charge by calling 1-866-705-5711. ([Learn more](#) about the requirement.)

6. **Project Information:** Provide the title of your project. Your title should be brief (no more than 125 characters), descriptive, and substantive. It should also be informative to a nonspecialist audience. Provide a brief (no more than one thousand characters) description of your project. The description should be written for a nonspecialist audience and clearly state the importance of the proposed work and its relation to larger issues in the humanities. List the starting and ending dates for your project.
7. **Project Director:** Provide the name, title, mailing address, e-mail address, and telephone and fax numbers for the project director.
8. **Primary Contact/Grants Administrator:** Provide the contact information for the official responsible for the administration of the grant (i.e., negotiating the project budget and ensuring compliance with the terms and conditions of the award). This person is often a grants or research officer, or a sponsored programs official. Normally, the Primary Contact/Grants Administrator is not the same person as the Project Director. If the project director and the grants administrator are the same person, skip to Item 9.
9. **Authorized Representative:** Provide the contact information for the Authorized Organization Representative (AOR) who is submitting the application on behalf of the institution. This person, often called an “Authorizing Official,” is typically the president, vice president, executive director, provost, or chancellor. In order to become an AOR, the person must be designated by the institution’s E-Business Point of Contact. For more information, please consult the Grants.gov user guide, which is available at [www.grants.gov/applicants/resources.jsp](http://www.grants.gov/applicants/resources.jsp).

## How to Fill Out the Supplementary Cover Sheet for NEH Grant Programs

Select the form from the menu and double click to open it. Please provide the following information:

1. **Project Director:** Use the pull-down menu to select the major field of study for the project director.
2. **Institution Information:** Use the pull-down menu to select your type of institution.

3. **Project Funding:** Enter your project funding information. Note that applicants for Challenge Grants should use the right column only; applicants to all other programs should use the left column only.
4. **Application Information:** Indicate whether the application will be submitted to other NEH grant programs, government agencies, or private entities for funding. If so, please indicate where and when. NEH frequently cosponsors projects with other funding sources. Providing this information will not prejudice the review of your application.

For **Type of Application**, check “new” if the application requests a new period of funding, whether for a new project or the next phase of a project previously funded by NEH. Check “supplement” if the application requests additional funding for a current NEH grant. Applicants requesting a supplement should provide the current grant number. Before submitting an application for a supplement, applicants should discuss their request with an NEH program officer.

For **Project Field Code**, use the pull-down menu to select the humanities field of the project. If the project is multidisciplinary, choose the field that corresponds to the project’s predominant discipline.

## How to Use the NEH Attachment Form

You will use this form to attach the various files that make up your application.

Your attachments must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don’t already have software to convert your files into PDFs, many low-cost and free software packages will do so. To learn more, go to [www.neh.gov/grants/grantsgov/pdf.html](http://www.neh.gov/grants/grantsgov/pdf.html).

When you open the NEH Attachment Form, you will find fifteen attachment buttons, labeled “Attachment 1” through “Attachment 15.” By clicking on a button, you will be able to choose the file from your computer that you wish to attach. You must name and attach your files in the proper order so that we can identify them. Please attach the proper file to the proper button as listed below:

ATTACHMENT 1: To this button, please attach your **narrative**. Name the file “narrative.pdf”.

ATTACHMENT 2: To this button, please attach your **budget**. Name the file “budget.pdf”.

ATTACHMENT 3: To this button, please attach your **supporting documentation**. Name the file “documentation.pdf”.

ATTACHMENT 4: To this button, please attach your **résumés for project director and other key staff**. Name the file “staffresumes.pdf”.

ATTACHMENT 5: To this button, please attach your **résumé(s) and letter(s) of commitment for project consultant(s)**. Name the file “consultantresumes.pdf”.

Use the remaining buttons to attach any additional materials (if appropriate). Please give these attachments meaningful file names and ensure that they are PDFs.

## UPLOADING YOUR APPLICATION TO GRANTS.GOV

When you have completed all three forms, use the right-facing arrow to move each of them to the “Mandatory Documents for Submission” column. Once they have been moved over, the “Submit” button will activate. You are now ready to upload your application package to Grants.gov.

During the registration process, your institution designated one or more AORs (Authorized Organization Representatives). These AORs typically work in your institution's Sponsored Research Office or Grants Office. When you have completed your application, you must ask your AOR to submit the application, using the special username and password that were assigned to him or her during the registration process.

To submit your application, your computer must have an active connection to the Internet. To begin the submission process, click the "Submit" button. A page will appear, asking you to sign and submit your application. At this point, your AOR will enter his or her username and password. When you click the "Sign and Submit Application" button, your application package will be uploaded to Grants.gov. Please note that it may take some time to upload your application package, depending on the size of your files and the speed of your Internet connection.

After the upload is complete, a confirmation page will appear. This confirmation page indicates that you have submitted your application to Grants.gov and includes a tracking number. Please print this page for your records. The AOR will also receive a confirmation e-mail message.

NEH suggests that you submit your application no later than 5:00 p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except for [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to [support@grants.gov](mailto:support@grants.gov).

To assist applicants, Grants.gov provides a helpful [troubleshooting](#) page.

## DEADLINES

**Applications must be received by Grants.gov by May 18, 2010.** Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted.

## V. Application Review

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NEH asks panelists knowledgeable about the preservation and use of humanities collections to assess applications according to the following criteria:

### **The collections and their use in humanities programming, education, or research.**

- What is the content of the collections that are the focus of the project? Has the applicant provided a detailed description of that content, including the type of materials, their quantity, date ranges, and intellectual and historical content?
- How important are the collections for humanities purposes? Explain their importance for exhibitions and public programming, education, or research, as appropriate.

### **The proposed activity and the justification of its importance to the institution.**

- Are the proposed activities clearly described and are they feasible?
- How will this project contribute to the institution's capacity to preserve its collections?

### **The adequacy of the plan of work.**

- Has the applicant provided a feasible and clearly described plan of work, timetable, and budget?
- Have supplies and equipment been adequately described and do they meet preservation

standards?

- Have workshop topics been described and are the topics appropriate for the applicant's needs?
- Are the roles of the consultants and staff explained?
- Do the consultants and staff have experience and qualifications appropriate to the project's goals?

### **Review and selection process**

Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH chairman on grants. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions.

## **VI. Award Administration Information**

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### **Award notices**

Applicants will be notified by e-mail in January 2011. Institutional grants administrators and project directors of successful applications will also receive at that time award documents by mail. Applicants may obtain the evaluations of their applications by sending a letter or e-mail message to NEH, Division of Preservation and Access, 1100 Pennsylvania Avenue, N.W, Room 411, Washington, D.C. 20506 or [preservation@neh.gov](mailto:preservation@neh.gov).

### **Administrative requirements**

Before submitting an application, applicants should review their [responsibilities as an award recipient](#).

### **Award conditions**

The requirements for awards are contained in the [General Terms and Conditions for Awards to Organizations](#), any specific terms and conditions contained in the award document, and the applicable [OMB circulars governing federal grants management](#).

### **Reporting requirements**

A schedule of report due dates will be included with the award document.

A final performance report will be required. Further details can be found in [Performance Reporting Requirements](#).

A final [Federal Financial Report \(SF-425\)](#) will be due within ninety days after the completion date of the award period.

## **VII. Points of Contact**

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If you have questions about the program, contact:

Division of Preservation and Access  
Room 411  
National Endowment for the Humanities

1100 Pennsylvania Avenue, NW  
Washington, DC 20506  
202-606-8570  
[preservation@neh.gov](mailto:preservation@neh.gov)

If you need help using Grants.gov, contact:

Grants.gov: [www.grants.gov](http://www.grants.gov)  
Grants.gov help desk: [support@grants.gov](mailto:support@grants.gov)  
Grants.gov customer support tutorials and manuals : [www.grants.gov/applicants/resources.jsp](http://www.grants.gov/applicants/resources.jsp)  
Grant.gov support line: 1-800-518-GRANTS (4726)  
Grants.gov [troubleshooting tips](#).

## VIII. Other Information

---

### **Privacy policy**

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the grant application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

### **Application completion time**

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Office of Publications, National Endowment for the Humanities, Washington, DC 20506; and to the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, DC 20503. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number.

The Committee Minutes are left out intentionally until approved by the Committee. Upon the Committee's approval, the minutes will be available on the Internet.



**COUNTY OF LEXINGTON**  
PUBLIC WORKS DEPARTMENT  
ENGINEERING

**M E M O R A N D U M**

DATE: April 2, 2010  
TO: Katherine Hubbard  
FROM: John Fechtel, Public Works Director  
RE: FY 10 Municipal "C" Fund Requests

---

Attached is a recap of the various municipal requests for "C" funds. This recap describes our recommendation. We have \$100,000.00 in this account (2700-121302-539904). We propose that Colonial Drive in South Congaree and Spruce and Sandy Lanes in Pine Ridge be paved utilizing Public Works equipment and labor as much as possible. We have requested \$50,000.00 in the FY2010-11 budget and if approved, we would recommend in July the "B" portion of the list. We will present those items at the time.

**Municipality Request for C-Funds**  
**FY 2007-08, 2008-09, and 2009-10**  
**Current Available Funding: \$150,000**  
**(Additional \$50,000 Pending Approval of FY 2010-11 Budget)**

<b>I. Requested Funds:</b>				
<b>A. Municipality</b>	<b>Road Name</b>	<b>Project Description</b>	<b>Request</b>	<b>Length</b>
1 South Congaree	Colonial Drive	Pave remaining porton	\$ 50,000.00	900.00
2 Pine Ridge	Spruce Ln and Sandy Ln	Pave Sandy Lane and Spruce Lane	\$ 125,000.00	2400.00
3a. West Columbia	Augusta Street (SC Hwy 40)	Resurface approximately 650' of SCDOT maintained road	\$ 28,380.00	650.00
3b. West Columbia	Decatur Street (SC Hwy 513)	Resurface approximately 1670'of SCDOT maintained road	\$ 62,650.00	1670.00
4 Pelion	Railroad Avenue	Pave (chip seal) over RAP that was recently placed	\$ 23,100.00	1375.00
5 Batesburg-Leesville	Henry Street and Hwy 1	Pave Henry Street and repair sidewalks along Hwy 1	\$ 40,000.00	375.00
6 Gilbert	Washington Street	Pave or stabilize Washington Street	\$ 50,000.00	1150.00
7 Irmo	Lexington Avenue	Resurface,curb work, parking, landscaping	\$ 50,000.00	360.00
8 Lexington	Black Avenue	Storm drainage improvement to Black Avenue	\$ 40,000.00	N/A

<b>II. Recommendations:</b>						
<b>A. Program Using FY07-08, FY 08-09, and FY 09-10 (\$150,000)</b>						
<b>Priority/Municipality</b>	<b>Road Name</b>	<b>Project Description</b>	<b>Request</b>	<b>Recommend</b>	<b>Recommendation</b>	<b>Length</b>
1 South Congaree	Colonial Drive	Pave remaining porton	\$ 50,000.00	\$ 75,000.00	Pave	900.00
2 Pine Ridge	Spruce Ln and Sandy Ln	Pave Sandy Lane and Spruce Lane	\$ 125,000.00	\$ 75,000.00	Pave	2400.00
			<b>Totals</b>	\$ 175,000.00	\$ 150,000.00	
<b>B. Program using FY 10-11 (Pending approval of FY 10-11 "C"-Fund Budget at \$50,000)</b>						
3a. West Columbia	Augusta Street (SC Hwy 40)	Resurface approximately 650' of SCDOT maintained road	\$ 28,380.00	\$ -	See Note 1	
3b. West Columbia	Decatur Street (SC Hwy 513)	Resurface approximately 1670'of SCDOT maintained road	\$ 62,650.00	\$ -	See Note 1	
4 Pelion	Railroad Avenue	Pave (chip seal) over RAP that was recently placed	\$ 23,100.00	\$ 7,500.00	Chip-seal	1375.00
5 Batesburg-Leesville	Henry Street and Hwy 1	Pave Henry Street and repair sidewalks along Hwy 1	\$ 40,000.00	\$ 7,000.00	Pave Henry Only	375.00
6 Irmo	Lexington Avenue	Resurface,curb work, parking, landscaping	\$ 50,000.00	\$ 28,000.00	Road Improvements	360.00
7 Gilbert	Washington Street	Pave or stabilize Washington Street	\$ 50,000.00	\$ 7,500.00	RAP	1150.00
8 Lexington	Black Avenue	Storm drainage improvement to Black Avenue	\$ 40,000.00	\$ -	See Note 2	
			<b>Totals</b>	\$ 254,130.00	\$ 50,000.00	

Note 1: The West Columbia requests are for the resurfacing of SCDOT maintained roads.

Note 2: Prior to funding the Town of Lexington's request for Black Avenue, a request should be made to SCDOT to address their storm drainage system.



**COUNTY OF LEXINGTON**  
**PUBLIC WORKS DEPARTMENT**  
**ENGINEERING**

**MEMORANDUM**

DATE: April 2, 2010  
TO: Katherine Hubbard  
FROM: John Fechtel, Public Works Director  
RE: Legal Closing of Carroll Hill Drive

---

Attached is a road closing petition on behalf of Lewis Harmon. We have worked with Mr. Harmon on this and we concur with his request. Mr. Harmon is paying the full legal costs for the closing.

I recommend that the County Council approve his request for closing Carroll Hill Drive (1, 215). Please present this to the Public Works Committee and County Council for their consideration on April 13, 2010. This road is located in Council District 3.



**COUNTY OF LEXINGTON**  
**PUBLIC WORKS DEPARTMENT**  
**ENGINEERING**

**MEMORANDUM**

DATE: March 18, 2010  
TO: John Fechtel, Director of Public Works  
FROM: Don Rumbaugh  
RE: Closing of Carroll Hill Drive

---

Public Works was contacted by Lewis Harmon requesting the County close Carroll Hill Drive. Mr. Harmon and the Miller's are the only owners along this Dead End County maintained dirt road. This road begins at Fire Tower Road and runs in a Northern direction for approximately 1,215 feet.

Mr. Harmon was informed that he would be solely responsible for the legal cost of this action as the length of the road being closed would not justify the County incurring the closing cost. He has hired the Harmon Law Firm to represent him in this action. The closing package, provided to the County from Mr. Harmon's attorney, includes a consent letter signed by Mr. and Mrs. Miller agreeing to this action.

As this road is predominantly used by Mr. Harmon and the Millers as their driveway and provides no other access to any other parcels, we see no reason to object.

101 Lavinia Avenue  
Post Office Box 10328  
Greenville, South Carolina 29603

charmon@charmonlaw.com

the  
**HARMON**  
Law Firm, LLC FILED

Calvin C. Harmon

Telephone: 864-271-1971  
Facsimile: 864-271-1972

2010 MAR 12 P 1:46

BETH A. CARRIGG  
CLERK OF COURT  
LEXINGTON SC

February 10, 2010

Mr. John Fechtel  
Public Works Director  
440 Ball Park Road  
Lexington, SC 29072

2010CP3201167

Re: Petition for public closure of Carroll Hill Drive, Lexington, S.C.

Dear Mr. Fechtel:

Please take notice that Lewis C. Harmon intends to file a petition with the Lexington County Circuit Court for public closure of Carroll Hill Drive located in Lexington, South Carolina. This petition will be filed pursuant to South Carolina Code §57-9-10.

As currently situated, Carroll Hill Drive is a dead-end unpaved road approximately 900 feet long that runs through and abuts property owned by the Lewis C. Harmon Revocable Trust and by David and Louise Miller. No right of way or ownership has ever been granted to Lexington County, however Lexington County has maintained the road by way of road scraping in the past. Ownership of the land on which this road currently is situated will not be affected by this closure. Lewis C. Harmon will privately maintain this road in the future.

Pursuant to statute, this letter of notice is being sent by mail requiring a return receipt to David and Louise Miller, the only other abutting property owners.

Very truly yours,



Calvin C. Harmon, Esq.

CCH/jlh

Cc: David & Louise Miller (via Certified Mail, Return Receipt Requested)  
103 Carroll Hill Drive  
Lexington, SC 29072

FILED

2010 MAR 12 P 1:46

BETH A. CARRIGG  
CLERK OF COURT  
LEXINGTON SC

**SENDER: COMPLETE THIS SECTION**

- Complete Items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

David & Louise Miller  
103 Carroll Hill Drive  
Lexington, SC 29072

**COMPLETE THIS SECTION ON DELIVERY**

- A. Signature  
 *David Miller*  Agent  
 Addressee
- B. Received by (Printed Name)  
David Miller
- C. Date of Delivery  
2-11-10
- D. Is delivery address different from item 1?  Yes  
If YES, enter delivery address below:  No

3. Service Type
- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Certified Mail | <input type="checkbox"/> Express Mail                   |
| <input type="checkbox"/> Registered                | <input type="checkbox"/> Return Receipt for Merchandise |
| <input type="checkbox"/> Insured Mail              | <input type="checkbox"/> C.O.D.                         |

4. Restricted Delivery? (Extra Fee)  Yes

2. Article Number

(Transfer from service label)

7007 3020 0002 1300 5165

PS Form 3811, February 2004

Domestic Return Receipt

102595-02-M-1540

**EXHIBIT E**  
**Statement of Consent**

FILED

2010 MAR 12 P 1:46

BETH A. CARRIGG  
CLERK OF COURT  
LEXINGTON SC

STATE OF SOUTH CAROLINA )  
 )  
 COUNTY OF LEXINGTON )  
 )  
 LEWIS C. HARMON AS )  
 TRUSTEE OF LEWIS C. HARMON )  
 REVOCABLE TRUST, )  
 PLAINTIFF, )  
 )  
 VS. )  
 )  
 DAVID J. MILLER AND LOUISE )  
 L. MILLER AND THE COUNTY )  
 OF LEXINGTON, )  
 DEFENDANTS. )

FILED  
 IN THE COURT OF COMMON PLEAS

FOR THE 11<sup>TH</sup> JUDICIAL CIRCUIT  
 2010 MAR 12 P 1:46

CASE NO.: 2010-CP-  
 BETH A. CARRIGG  
 CLERK OF COURT  
 LEXINGTON SC

2010CP3201167

COMPLAINT  
 (PETITION FOR PUBLIC CLOSURE OF ROAD)  
 (NON JURY TRIAL REQUESTED)

The Plaintiff Trustee above-named would respectfully allege:

1. That this action is being brought pursuant to South Carolina Code of Laws Section 57-9-10, et seq. (1976 as amended). That pursuant to this section, Notice of Intent to Close Road was published in the Lexington County Chronicle on January 21, 2010, January 28, 2010 and February 4, 2010. A copy of Notice and Affidavit of Publication is attached to these pleadings and hereinafter referred to as Plaintiff's "**Exhibit A**". No response was received as a result of this publication. A copy of Affidavit of No Response is attached to these pleadings and hereinafter referred to as Plaintiff's "**Exhibit B**".
2. That Plaintiff Trustee is a citizen and resident of Lexington County and the State of South Carolina.
3. The Defendants, David J. Miller and Louise L. Miller, are husband and wife and are citizens and residents of Lexington County and the State of South Carolina.

4. The Defendant County of Lexington is a political subdivision in the State of South Carolina.

2010 MAR 12 P 1:46

5. The Plaintiff Trustee desires to close to the public Carroll Hill Drive, located in Lexington County. Carroll Hill Drive is a dead-end, unpaved road that runs through and abuts property owned by Lewis C. Harmon Revocable Trust and David and Louise Miller, Defendants. Said unpaved road is shown on a boundary survey, a copy of which is attached and which is herein incorporated within these pleadings and hereinafter referred to as Plaintiff's "Exhibit C".

BETH A. CARRIGG  
CLERK OF COURT  
LEXINGTON SC

6. Pursuant to Section 57-9-10, notice of the intent to petition for public closure of Carroll Hill Drive was sent by certified mail, return receipt requested, to David and Louise Miller. A copy of said letter and return receipt are attached as "Exhibit D". A Statement of Consent by David and Louise Miller for public closure of said road is attached as "Exhibit E".

7. That Plaintiff Trustee is informed and believes that it is in the best interest of all parties for the subject road to be closed to the public and privately maintained in the future.

8. That Plaintiff Trustee is informed and believes that the public closure of the road should be subject to the rights of way of existing public utilities and existing recorded rights of way.

9. Upon information and believe, County of Lexington has provided maintenance on said unpaved road but no right of way or ownership of land has ever been granted to the County of Lexington.

10. That ownership of land on which said road is situated is reflected on Exhibit C.

WHEREFORE, Plaintiff Trustee prays that this Court make such investigation as it deems necessary and issue its Order as follows:

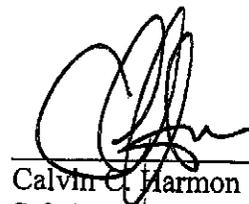
FILED

(1) Ordering that said road be permanently closed to the public and that the County of Lexington be relieved of future maintenance of said road;

2010 MAR 12 P 1:46  
BETH A. CARRIGG  
CLERK OF COURT  
LEXINGTON SC

(2) Ordering that the fee simple title to land on which said road is currently situated shall remain as currently recorded;

(3) For such other and further relief as the Court deems just and proper.



---

Calvin C. Harmon  
S.C. Bar# 02703  
Attorney for Plaintiff  
THE HARMON LAW FIRM, LLC  
101 Lavinia Avenue  
Greenville, SC 29601  
(864) 271-1971

Greenville, South Carolina  
March 12, 2010

**EXHIBIT A**  
**Notice and Affidavit of Publication**

FILED

2010 MAR 12 P 1:46

BETH A. CARRIGG  
CLERK OF COURT  
LEXINGTON SC

Lexington County  
**Chronicle**  
& The Dispatch-News - Since 1870

131 Swartz Rd • Post Office Box 9  
Lexington, SC 29072  
(803) 359-7633

**Affidavit of Publication**

FILED  
2010 MAR 12 P 1:46

BETH A. CARRIGG  
CLERK OF COURT  
LEXINGTON SC

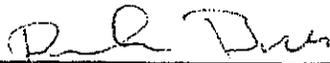
I hereby certify that on the dates appearing below, I did publish the attached notice in The Lexington County Chronicle & The Dispatch-News, a newspaper of general circulation in the County of Lexington, State of South Carolina, in accordance with the laws of said county and state.

Publication Dates:

January 21, 2010

January 28, 2010

February 4, 2010



The Lexington County Chronicle  
& The Dispatch-News

Sworn to before me this 4th day of  
February, 2010



Hilda Crain  
Notary Public for South Carolina

My Commission expires: October 7, 2019

**LEGAL NOTICE  
NOTICE OF IN-  
TENT TO CLOSE  
ROAD**

Please take notice that Lewis C. Harmon intends to file a petition with the Lexington County Circuit Court to close Carroll Hill Drive in Lexington County. Any objection should be made within 10 days of this notice to Jillian Hearn at 701 Lavinia Avenue, Greenville, SC 29601 (Phone# 864-271-1971).

2-4

2010CP3201167

**EXHIBIT B**  
**Affidavit of No Response**

FILED

2010 MAR 12 P 1:46

BETH A. CARRIGG  
CLERK OF COURT  
LEXINGTON SC

101 Lavinia Avenue  
Post Office Box 10328  
Greenville, South Carolina 29603

charmon@charmonlaw.com

the  
**HARMON** FILED  
Law Firm, LLC

Calvin C. Harmon

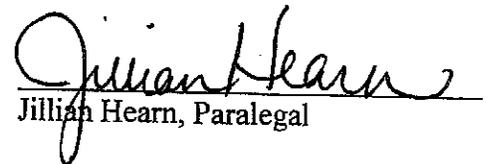
2010 MAR 12 P 1: 15 Telephone: 864-271-1971  
Facsimile: 864-271-1972

BETH A. CARRIGG  
CLERK OF COURT  
LEXINGTON SC

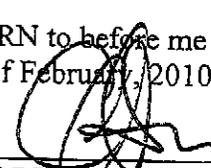
**AFFIDAVIT OF NO RESPONSE**

**2010CP3201167**

I, Jillian Hearn, hereby certify that I am a paralegal for The Harmon Law Firm, LLC. I assisted in preparing a legal notice for Notice of Intent to Close Road for Lewis C. Harmon. This notice was published in The Lexington County Chronicle on January 21, January 28 and February 4, 2010. The legal notice also stated that "Any objection should be made within 10 days of this notice to Jillian Hearn at 101 Lavinia Avenue, Greenville, South Carolina, 29601 / Phone# (864) 271-1971." I further certify that I have received no communication of any kind from anyone by way of telephone, mail or otherwise in response to this legal notice.

  
Jillian Hearn, Paralegal

SWORN to before me this 18<sup>th</sup>  
Day of February, 2010

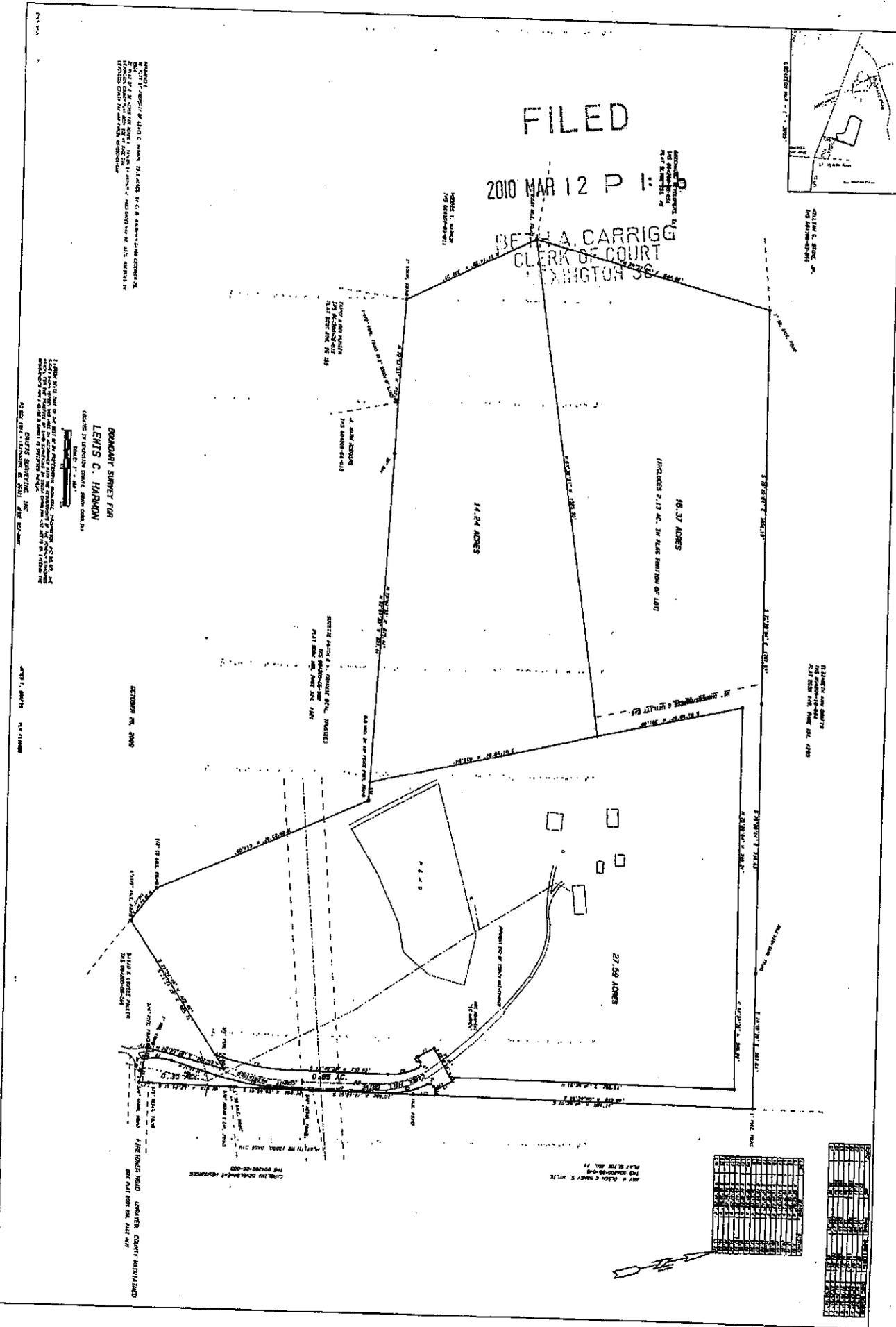
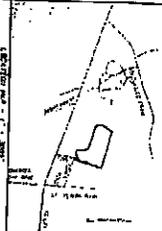
  
NOTARY PUBLIC FOR SOUTH CAROLINA  
My commission expires: 6/3/15

**EXHIBIT C**  
**Boundary Survey**

FILED

2010 MAR 12 P 1:03

BETH A. CARRIGG  
CLERK OF COURT  
WASHINGTON DC

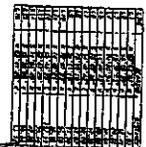


NOTICE TO THE PUBLIC  
THIS IS TO CERTIFY THAT THE ABOVE DESCRIBED PROPERTY IS THE PROPERTY OF THE DISTRICT OF COLUMBIA AND IS SUBJECT TO THE DISTRICT'S EASEMENT FOR THE CONSTRUCTION AND MAINTENANCE OF THE METRO RAIL SYSTEM.

BOUNDARY SURVEY FOR  
LEWIS C. HARRISON  
CONDUCTED BY LINDSEY DAVIS, JAMES COOK, JR.  
SHREVE STUBBS, INC. 2009

APRIL 1, 2009 10:11 AM

PROPERTY OWNER: LEWIS C. HARRISON  
ADDRESS: 1400 15TH ST NW, WASHINGTON DC 20005  
CONTACT: LINDSEY DAVIS, SHREVE STUBBS, INC.  
PHONE: 202-462-1000



**COPY**

STATE OF SOUTH CAROLINA )  
 )  
COUNTY OF LEXINGTON )  
 )  
LEWIS C. HARMON AS )  
TRUSTEE OF LEWIS C. HARMON )  
REVOCABLE TRUST, )  
 )  
PLAINTIFF, )  
 )

VS. )  
 )

DAVID J. MILLER AND LOUISE )  
L. MILLER AND THE COUNTY )  
OF LEXINGTON, )  
 )  
DEFENDANTS. )  
 )

IN THE COURT OF COMMON PLEAS

FOR THE 11<sup>TH</sup> JUDICIAL CIRCUIT

2010 MAR 12 P 1:46

CASE NO.: 2010-CP-

PETH A. CARRIGG  
CLERK OF COURT  
LEXINGTON SC

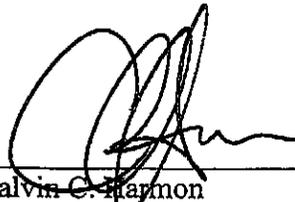
**SUMMONS**

(PETITION FOR PUBLIC CLOSURE OF ROAD)  
(NON JURY TRIAL REQUESTED)

**2010CP3201167**

TO THE DEFENDANT(S), ABOVE NAMED:

YOU ARE HEREBY SUMMONED and required to answer the Complaint in the above entitled action, copy of which is herewith served upon you, and to serve a copy of your Answer to said Complaint upon the subscriber at his office, 101 Lavinia Avenue, Greenville, South Carolina, 29601, within thirty (30) days after service hereof, and if you fail to answer the Complaint within the time aforesaid judgment by default shall be entered against you for the relief demanded in the Complaint.



Calvin C. Harmon  
S.C. Bar# 02703  
Attorney for Plaintiff  
THE HARMON LAW FIRM, LLC  
101 Lavinia Avenue  
Greenville, SC 29601  
(864) 271-1971

Greenville, South Carolina  
March 12, 2010



FILED

**EXHIBIT D**

**Notice of Intent to Petition for Public Closure Letter and Return Receipt 4b**

BETH A. CARRIGG  
CLERK OF COURT  
LEXINGTON SC

2010CP3201167

FILED

STATEMENT OF CONSENT

MAR 12 2 1:46

BETH A. CARRIGG  
CLERK OF COURT  
LEXINGTON SC

We, David & Louise Miller, are in receipt of the letter from Calvin C. Harmon to John Fechtel, dated February 10, 2010, regarding a petition for public closure of Carroll Hill Drive, Lexington, South Carolina. We hereby consent to the public closure of this road.

2-11-2010  
Date

David A. Miller  
David Miller

Feb-11-2010  
Date

Louise Miller  
Louise Miller



**COUNTY OF LEXINGTON**  
**PUBLIC WORKS DEPARTMENT**  
**ENGINEERING**

**MEMORANDUM**

DATE: April 2, 2010  
TO: Katherine Hubbard  
FROM: John Fechtel, Public Works Director  
RE: Legal Closure of a Portion of Chaney Road

---

Attached is a memo and map of a portion of Chaney Road requested to be closed. The adjacent property owners are in agreement to close this 0.96 mile of road and they are paying the legal costs of the closure. The portion of the road requested to be closed was posted for 30 days and we did not receive any concerns about the closure.

We recommend County Council approve this request with the stipulation Mr. Kneece provide the right-of-way for a cul-de-sac at the end of Chaney Road to be left open. Please present this to the Public Works Committee and County Council for their consideration on April 13, 2010. This road is located in Council District 1.

## **Fecht, John**

---

**From:** Nelson, Nita  
**Sent:** Thursday, March 25, 2010 1:47 PM  
**To:** Fecht, John  
**Subject:** FW: Chaney Rd Closing  
**Attachments:** CHANEY RD CLOSING PIC A W AERIAL.pdf; CHANEY RD CLOSING PIC B.pdf

-----Original Message-----

**From:** Nelson, Nita  
**Sent:** Monday, March 08, 2010 1:37 PM  
**To:** Fecht, John  
**Subject:** Chaney Rd Closing

On January 11, 2010 Public Works received a letter from N. Everette Kneece to request that a portion of Chaney Road be closed. The propose portion starts at the intersection Forts Pond Rd and continues for approximately 0.96 mile. Mr. Kneece owns the property TMS #011700-05-004 (KTP LLC).

On January 13, 2010 letters were sent to the affected property owners to them know of the request to close and to get their agreement or disagreement. All letters came back stating the affected property owners agreed with the closing.

On February 3, 2010 signs were place on each end of the portion of road to be closed announcing the request to close this portion and removed on March 3, 2010. Within that month period no phone calls or letters of disagreement by the general public were received by Lexington County Public Works.

Attached is a map showing the portion to be closed along with the affected property owners that received letters and their agreement.

Nita Nelson  
Engineering Associate I  
Lexington County Public Works  
803-785-7146  
"HAVE A GREAT DAY" :)

TMS# 11700-05-002  
SHUMPERT  
AGREE

PORTION OF CHANEY RD  
PROPOSED FOR CLOSURE  
APPROXIMATELY 0.96 MILE

TMS# 11700-05-004  
KTP LLC (KNEECE)  
AGREE

*cul-de-sac*

TMS# 11700-05-003  
LEYSATH  
AGREE

Forts Pond Rd

Jeff Sharp's Rd

Glover Rd

Chaney Rd

Wash Board Rd

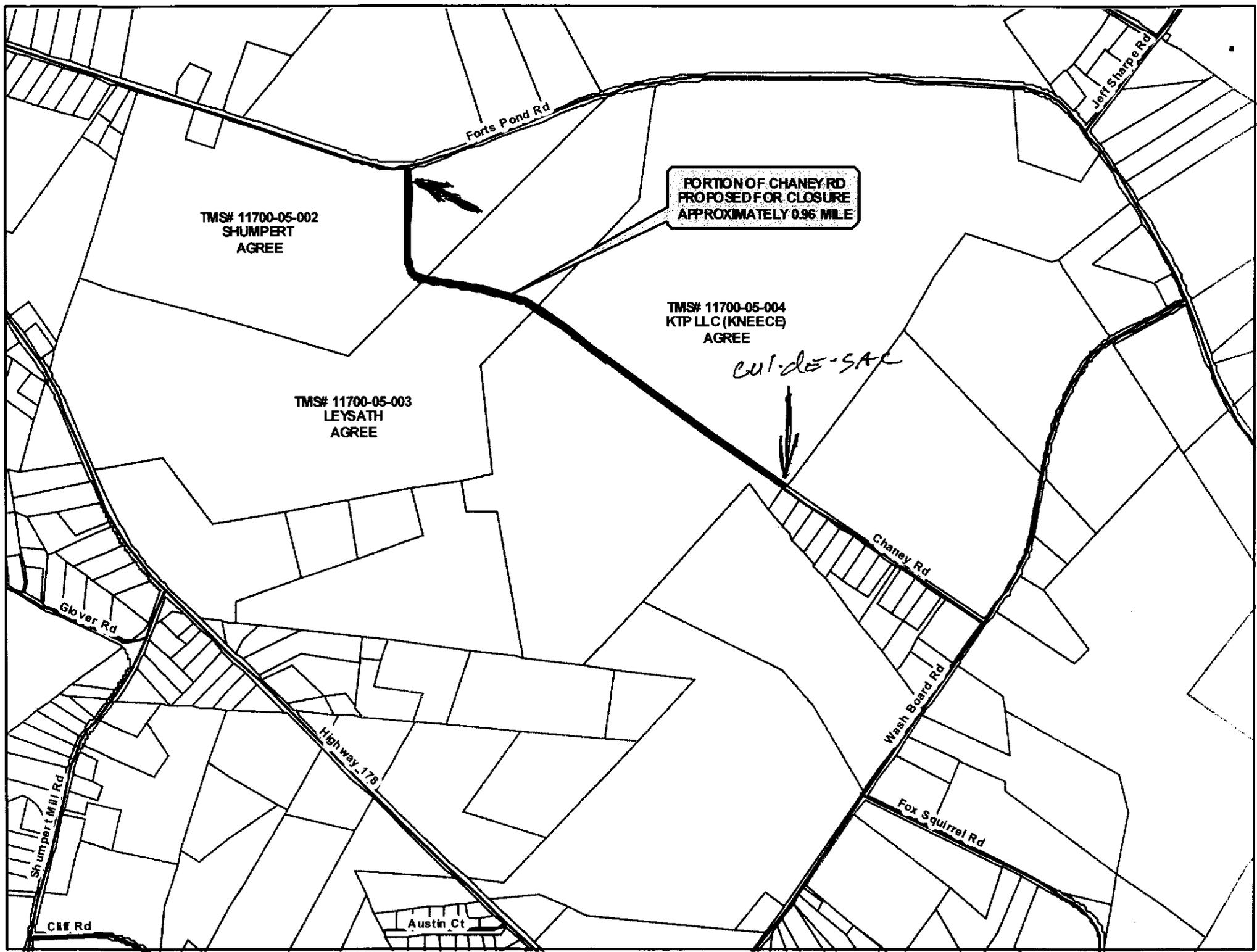
Fox Squirrel Rd

Highway 17B

Shumpert Mill Rd

CEE Rd

Austin Ct





**COUNTY OF LEXINGTON**  
**PUBLIC WORKS DEPARTMENT**  
**ENGINEERING**

**MEMORANDUM**

DATE: April 2, 2010  
TO: Katherine Hubbard  
FROM: John Fecht, Public Works Director  
RE: Road Striping And Pavement Marking Bid

---

Attached is a recap of the line striping bid. Also attached are maps indicating which roads are getting lines/markers. We bid this out two ways as to the type of paint used for striping. The first bid was for standard highway paint and the option "B" was for thermoplastic paint. We recommend Option "B" since regular highway paint has about a three (3) year life and thermoplastic has a 12 -15 year life. Also Council had a concern about raised pavement markers and their life expectancy. These typically have a long life unless they are removed as in blading snow off the road. This is a relatively low cost effective method of showing the center line of the road at night and during rain. The \$8,3310.00 bid for 2,770 markers will cover about 40 miles of road or \$207.75 per mile.

I recommend County Council approve this bid using Option "B" less the contingent items (608, 604a, 606a, and 607a) for a total of \$199,723.63, not to exceed \$200,000.00.

Please present this to the Public Works Committee for their consideration at the April 13, 2010 meeting. This bid will be on the County Council Meeting at the 4:30PM meeting under Bids and Purchases.

## ROAD STRIPING PROGRAM - LINE TYPE CHART

Note 1 - Station 0+00 corresponds to intersection of the subject road and start of road.

Note 2 - Stations provided for the general location of line type changes and are not measured to exact footage. Any questions will be directed to and addressed in the

Note 3 - Existing striping to be repainted.

Note 4 - Archers Lane shall be 6" white edge lines.

Note 5 - Edge Lines on Clermont Lakes Drive only at dam crossing, 1800 LF total.

ROAD NAME	START (2)	END	TOTAL LENGTH	STATION (2)		YELLOW	WHITE	RPM	STOP BAR
				TO	FROM				
			FT			TYPE	WIDTH	EA	LF
<b>L1 MAINTENANCE DISTRICT</b>									
BOTANICAL PKWY	SUNSET BLVD (HWY 378)	MOHAWK DR	4,622	0+00	46+22	C	NONE	58	30
BREVARD PKWY	PLATT SPRINGS RD	LEXINGTON HILLS PKWY	1,100	0+00	11+00	C	4"	14	30
BUCK CORLEY RD	S LAKE DR (HWY 6)	NAZARETH RD	3,765	0+00	37+65	C	NONE	47	30
CLERMONT LAKES DR	PLATT SPRINGS RD	BLUEFIELD RD	7,880	0+00	78+80	C	4" (5)	99	30
CROSS RD	PLATT SPRINGS RD	OLD ORANGEBURG	3,900	0+00	39+00	NONE	NONE	50	30
EARGLE DR	PLATT SPRINGS RD	SHELTON RD	4,250	0+00	42+50	NONE	NONE	53	30
FORT ST	HWY 6	AUGUSTA HWY (HWY 1)	1,191	0+00	11+91	C	NONE	15	30
HENBET DR	EPHRATA DR	BLACKBIRD DR	2,343	0+00	23+43	C	4"	30	15
LEXINGTON HILLS PKWY	S LAKE DRIVE	BREVARD PKWY	2,700	0+00	27+00	C	4"	34	30
MICALA DR	OLD BARNWELL RD	BRADLEY DR	2,775	0+00	27+75	C	4"	35	30
PARK RD	FOXLEIGH RD	DIRT PORTION	2,680	0+00	26+80	C	NONE	34	15
ROBBIE RD	MUDDY SPRINGS	FRIEDA	2,130	0+00	21+30	C	4"	27	15
ROSCOE RD	645' FROM LONGS POND RD	1450 ROSCOE RD	7,500	0+00	75+00	C	NONE	94	0
SHIRWAY CT	SHIRWAY RD	DEAD END	2,730	0+00	27+30	NONE	NONE	34	15
<b>L2 MAINTENANCE DISTRICT</b>									
BECKMAN RD	EDMUND HWY	OLD ORANGEBURG RD	13,750	0+00	137+50	C	4"	172	30
BUSHBERRY RD	EDMUND HWY	SCDOT PORTION OF BUSHBERRY RD	11,613	0+00	4+00	C	4"	145	15
				4+00	13+65	B	4"		
				13+65	58+40	A	4"		
				58+40	63+40	B	4"		
				63+40	67+40	C	4"		
				67+40	70+85	B	4"		
				70+85	78+40	A	4"		
				78+40	83+10	B	4"		
				83+10	102+75	C	4"		
				102+75	106+85	B	4"		
	106+85	116+13	A	4"					
CLAY HILL RD	FISH HATCHERY RD	APPROX 674 CLAY HILL	4,750	0+00	47+50	C	NONE	EX	15
DUNBAR RD	PRINCETON RD	CHAPEL RD	4,114	0+00	41+14	C	NONE	52	120
ELBERT TAYLOR RD	JAMES DUNBAR RD	DIRT PORTION	6,000	0+00	11+30	C	NONE	EX	15
				11+30	20+65	B	NONE		
				20+65	31+20	A	NONE		
				31+20	33+80	B	NONE		
				33+80	36+05	C	NONE		
				36+05	39+85	B	NONE		
	39+85	60+00	A	NONE					
ELBERT TAYLOR RD	CALKS FERRY RD	CO. DIRT PORTION	800	0+00	8+00	C	NONE	EX	15
FOUNDERS BLVD	FOUNDERS ROAD	FOUNDERS ROAD	6,150	0+00	61+50	NONE	NONE	77	30
FOUNDERS RD	WINDY WOOD RD	BOILING SPRINGS RD	17,820	0+00	178+20	C	NONE	223	30
HAPPY TOWN ROAD (3)	FALLAW RD	JASPER SUTTON RD	3,410	0+00	34+10	C	NONE	43	15
HAPPY TOWN ROAD (3)	CASSIDY RD	I W HUTTO RD	5,750	0+00	4+00	C	NONE	72	15
				4+00	22+05	A	NONE		
				22+05	57+50	C	NONE		

## ROAD STRIPING PROGRAM - LINE TYPE CHART

Note 1 - Station 0+00 corresponds to intersection of the subject road and start of road.

Note 2 - Stations provided for the general location of line type changes and are not measured to exact footage. Any questions will be directed to and addressed in the

Note 3 - Existing striping to be repainted.

Note 4 - Archers Lane shall be 6" white edge lines.

Note 5 - Edge Lines on Clermont Lakes Drive only at dam crossing, 1800 LF total.

HARVEY BERRY RD	WATER TANK RD	OLD CHARLESTON RD	5,795	0+00	2+95	C	4"	73	30
				2+95	24+95	A	4"		
				24+95	26+70	B	4"		
				26+70	29+45	C	4"		
				29+45	31+60	B	4"		
				31+60	54+60	A	4"		
				54+60	57+95	C	4"		
IRVIN JUMPER ST	HWY 321	MACK ST	11,200	0+00	112+00	C	NONE	140	30
LANDFILL LN (3)	EDMUND HWY	DEAD END	6,000	0+00	60+00	C	4"	NO	15
LANDFILL LN EXT	LANDFILL LN	DIRT PORTION	780	0+00	7+80	C	4"	NO	15
LEWIS RAST RD (3)	1668' FROM HWY302	CHARLIE RAST RD	3,892	0+00	38+92	C	4"	66	15
NORTHCUTT RD	EDMUND HWY	CO DIRT PORTION	1,720	0+00	17+20	NONE	NONE	22	15
OAKY SPRINGS DR	MEADOWFIELD RD	JESSIE LEE ST	2,425	0+00	24+25	NONE	4"	31	15
OLD CHARLESTON RD	FISH HATCHERY RD	PELION RD	2,620	0+00	26+20	C	4"	33	30
SHARPE CIR	BOILING SPRING RD	REDMOND RD	4,240	0+00	42+50	NONE	NONE	53	30
SHARPES HILL RD (3)	BLACKVILLE RD	OLIN RIKARD RD	8,645	0+00	4+35	C	4"	0	30
				4+35	10+00	B	4"		
				10+00	26+45	A	4"		
				26+45	40+10	B	4"		
				40+10	80+25	A	4"		
				80+25	86+45	C	4"		
SHETLAND LN	FALCON DR	DEAD END	4,400	0+00	44+00	NONE	NONE	55	15
STURKIE LN	IRVIN JUMPER ST	DEAD END	4,925	0+00	49+25	NONE	NONE	62	15
TREEMOUNT LN	PRINCETON RD	CO DIRT PORTION	4,242	0+00	42+42	NONE	NONE	53	15
WATER TANK RD	MAIN ST (HWY 178)	HARVEY BERRY RD	8,102	0+00	2+25	C	4"	102	30
				2+25	25+58	A	4"		
				25+58	61+53	C	4"		
				61+53	67+30	A	4"		
				67+30	81+02	C	4"		
WAYNEST (3)	2698' FROM INTERSECTION W/ BUSBEE RD	ARCHWOOD ST	2,482	0+00	24+82	C	4"	31	15
WINDY WOOD RD	OLD CHARLESTON	APPROX 700' PAST INTERSECTION WITH FOUNDERS RD	9,600	0+00	30+50	C	4"	120	15
				30+50	32+50	B	4"		
				32+50	43+35	A	4"		
				43+35	44+95	B	4"		
				44+95	96+00	C	4"		

### L3 MAINTENANCE DISTRICT

BEN FRANKLIN RD	734' FROM INTERSECTION W/ (HWY 178)	425' PAST INTERSECTION WITH RIMROCK RD	30,320	0+00	12+55	C	4"	EX	60
				12+55	16+05	B	4"		
				16+05	19+90	A	4"		
				19+90	23+35	B	4"		
				23+35	50+00	C	4"		
				50+00	54+35	B	4"		

## ROAD STRIPING PROGRAM - LINE TYPE CHART

Note 1 - Station 0+00 corresponds to intersection of the subject road and start of road.

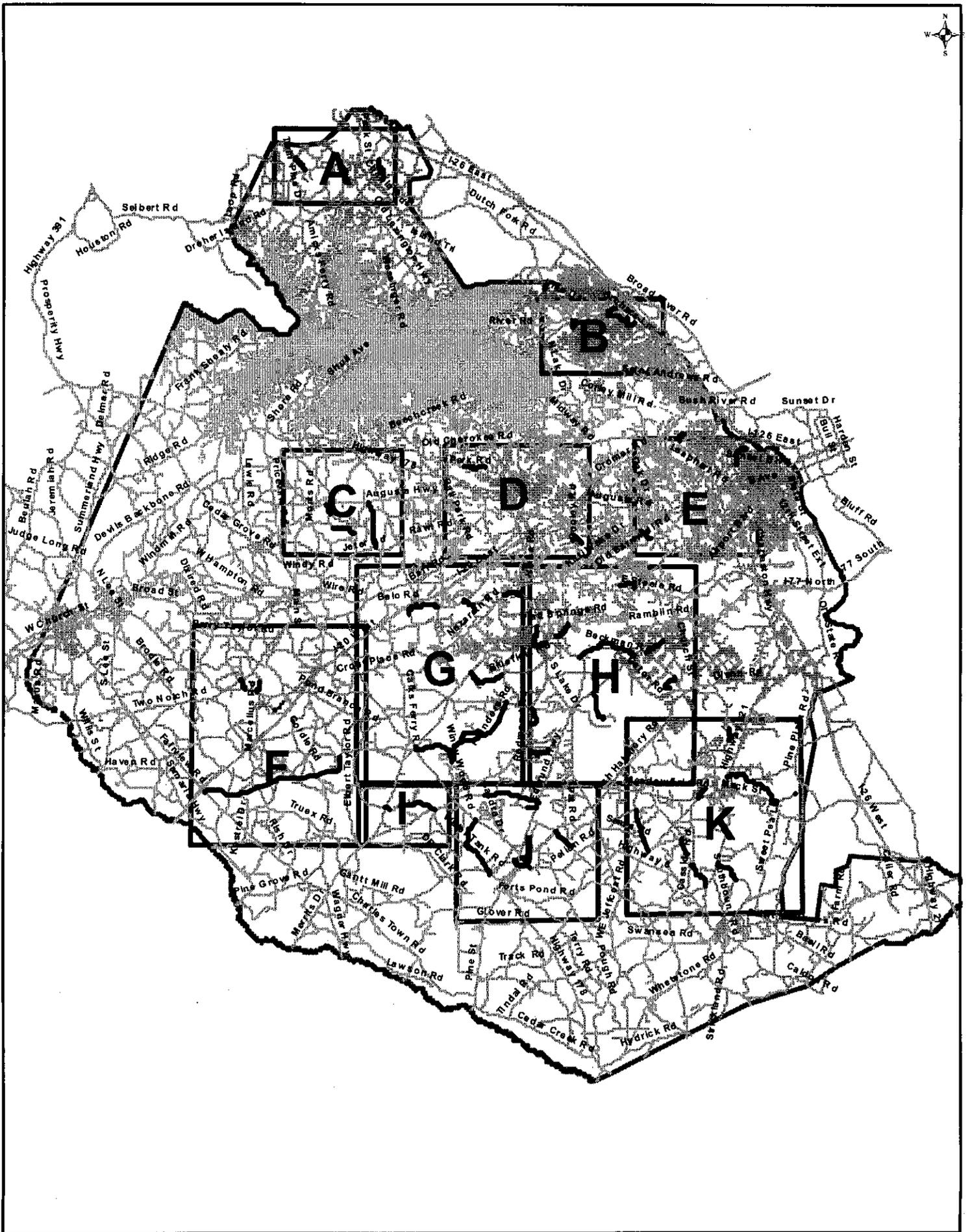
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Note 5 - Edge Lines on Clermont Lakes Drive only at dam crossing, 1800 LF total.

				54+35	60+80	A	4"		
				60+80	69+22	C	4"		
				69+22	78+77	B	4"		
				78+77	80+42	C	4"		
				80+42	84+22	B	4"		
				84+22	88+04	C	4"		
				88+04	91+74	B	4"		
				91+74	103+09	A	4"		
				103+09	110+39	C	4"		
<b>BEN FRANKLIN RD</b>				110+39	114+95	B	4"		
				114+95	137+60	A	4"		
				137+60	144+17	B	4"		
				144+17	169+17	C	4"		
				169+17	180+08	B	4"		
				180+08	202+53	C	4"		
				202+53	208+78	B	4"		
				208+78	218+03	A	4"		
				218+03	224+03	B	4"		
				224+03	233+25	C	4"		
				233+25	235+00	B	4"		
				235+00	245+90	A	4"		
				245+90	284+03	C	4"		
				284+03	293+43	B	4"		
				293+43	303+20	C	4"		
<b>GOLDEN JUBILEE RD</b>	AUGUSTA HWY	OMAR CT	1,900	0+00	19+00	C	NONE	25	15
<b>GOLDEN JUBILEE RD</b>	WINDY ROAD	GRAVEL SECTION	4,482	0+00	22+70	C	NONE	56	15
				22+70	44+82	A	NONE		
<b>HEIDELBERG DR</b>	POND BRANCH RD	TWO NOTCH RD	1,735	0+00	17+35	C	NONE	22	30
<b>LOST BRANCH RD</b>	AUGUSTA HWY	JETER RD	9,830	0+00	98+30	C	NONE	123	30
<b>REEDY O SMITH RD</b>	POND BRANCH RD	DIRT PORTION	2,146	0+00	21+46	C	NONE	27	15
<b>L4 MAINTENANCE DISTRICT</b>									
<b>ARCHERS LN (4)</b>	COLUMBIANA DR	COLLEGE ST	8,692	0+00	86+92	C	6"	109	30
<b>BROOMSTRAW RD</b>	SAINT PETERS CHURCH RD	AMICKS FERRY RD	2,145	0+00	21+45	C	NONE	NO	15
<b>MERCHANTS DR (3)</b>	IRMO DR	385' PAST INTERSECTION W/ REGENCY DR	857	0+00	8+57	C	NONE	NO	45
<b>MEREDITH DR</b>	LAKE MURRAY BLVD	DEAD END	1,135	0+00	11+35	C	NONE	14	15
<b>MIDDLEFIELD RD</b>	WESTWOODS DR	MEADOWLARK RD	3,425	0+00	34+25	C	NONE	EX	30
<b>WEED DR</b>	LAKE MURRAY BLVD	NURSERY RD	2,210	0+00	22+10	C	NONE	EX	30
<b>WOODTHRUSH RD</b>	COLUMBIA AVE	JOHN LINDLER RD	4,370	0+00	43+70	C	NONE	55	30



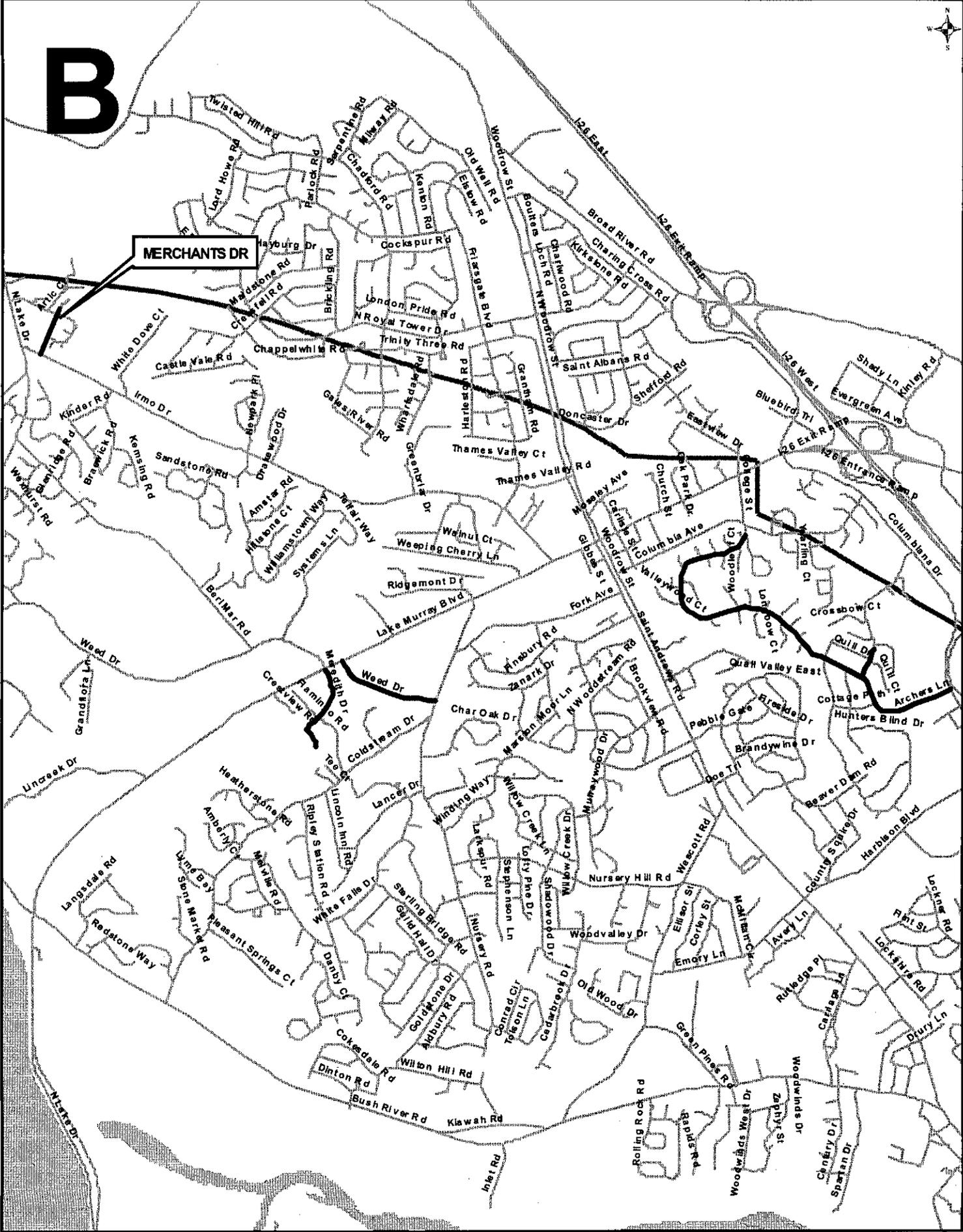
ROAD STRIPING - ROAD LOCATION REFERENCE MAP



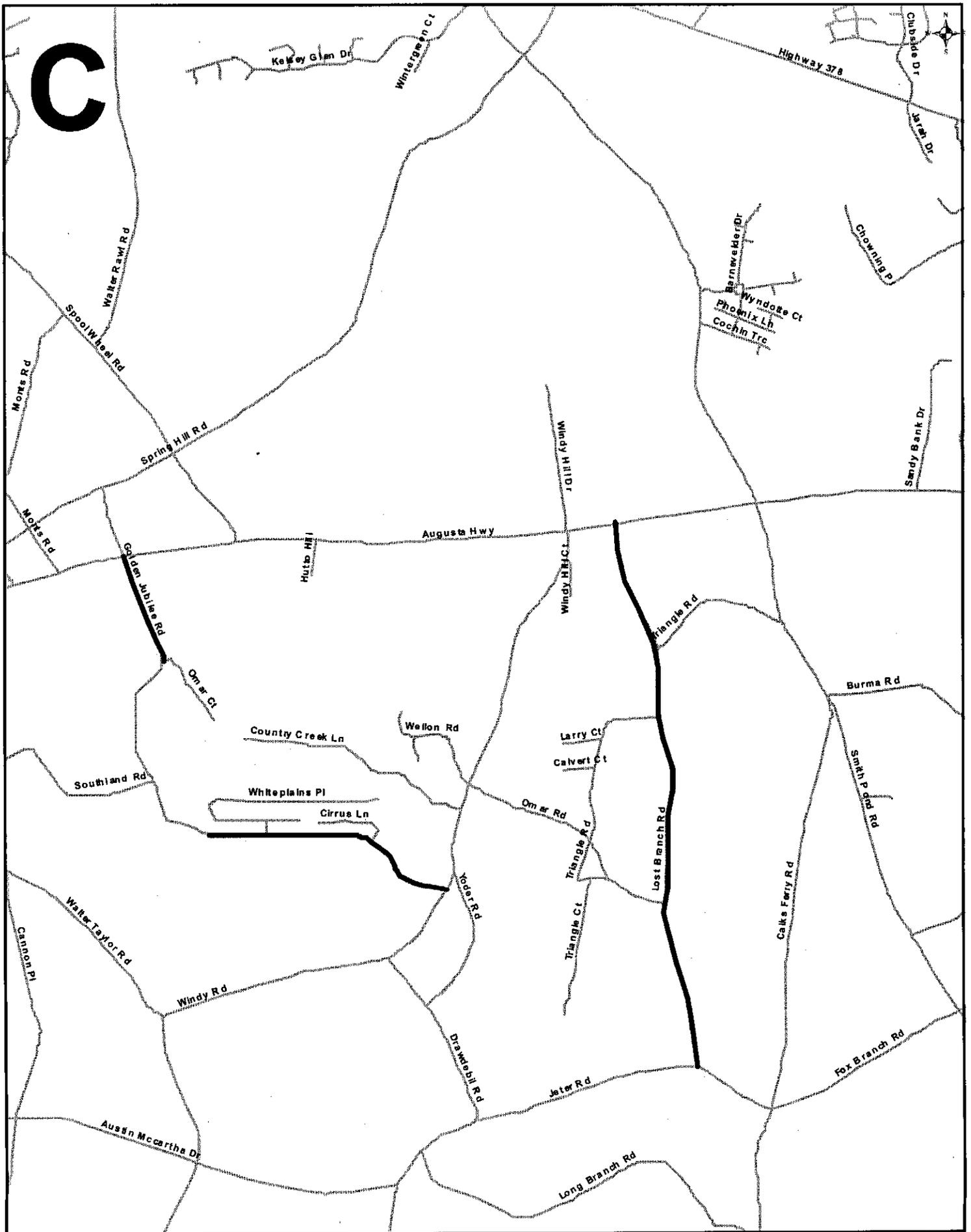
**B**



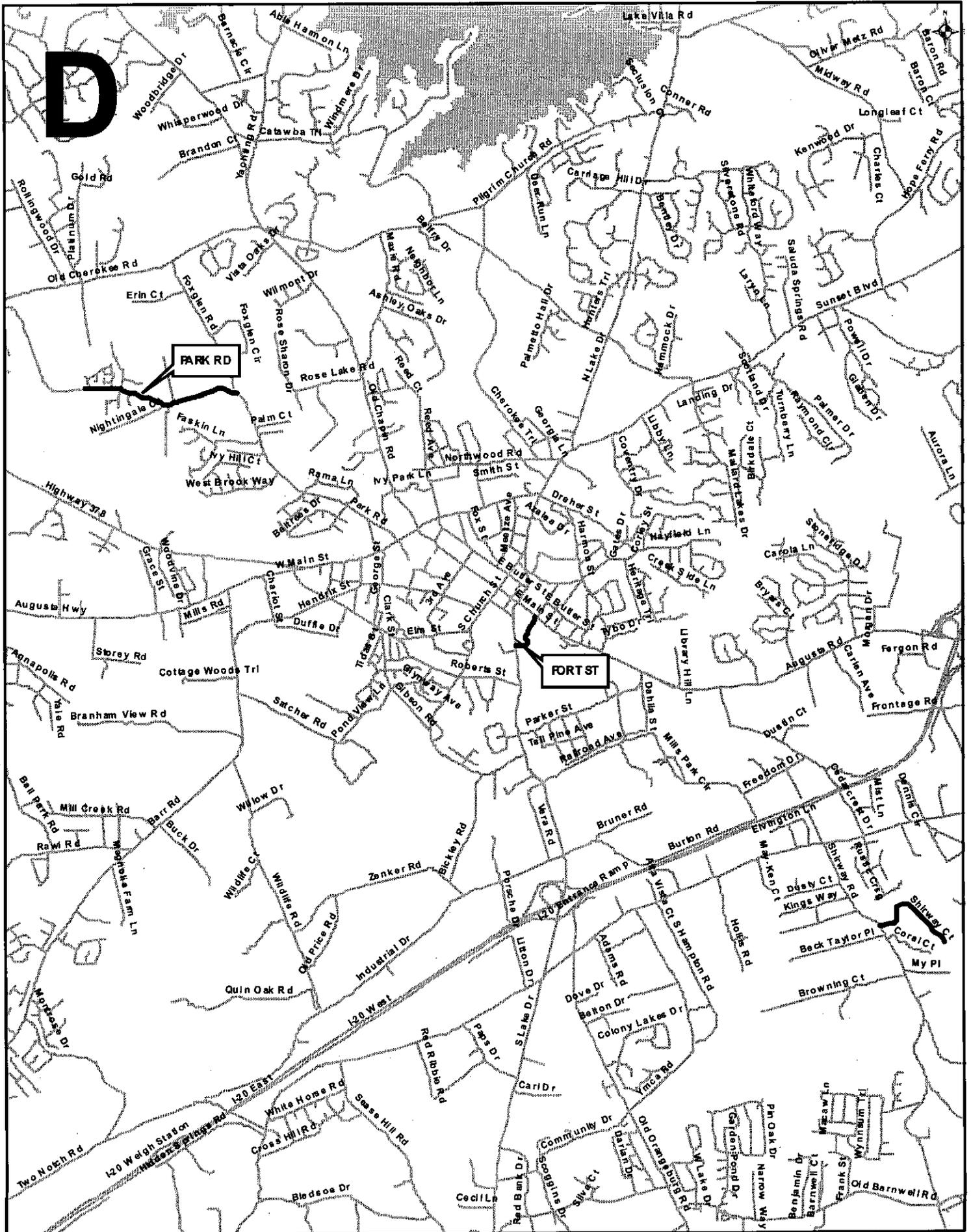
**MERCHANTS DR**



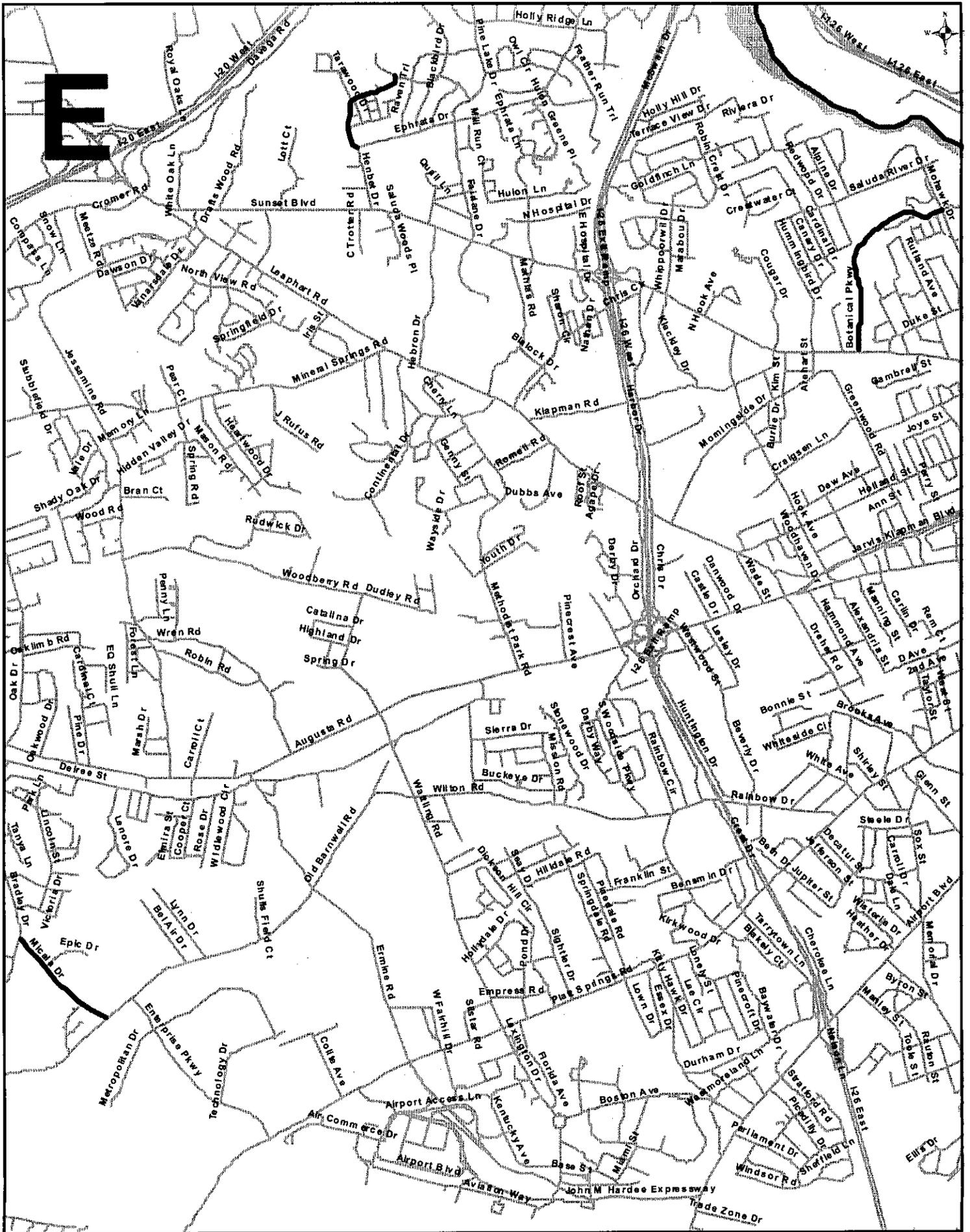
**MAP "B" L4 MAINTENANCE DIST**



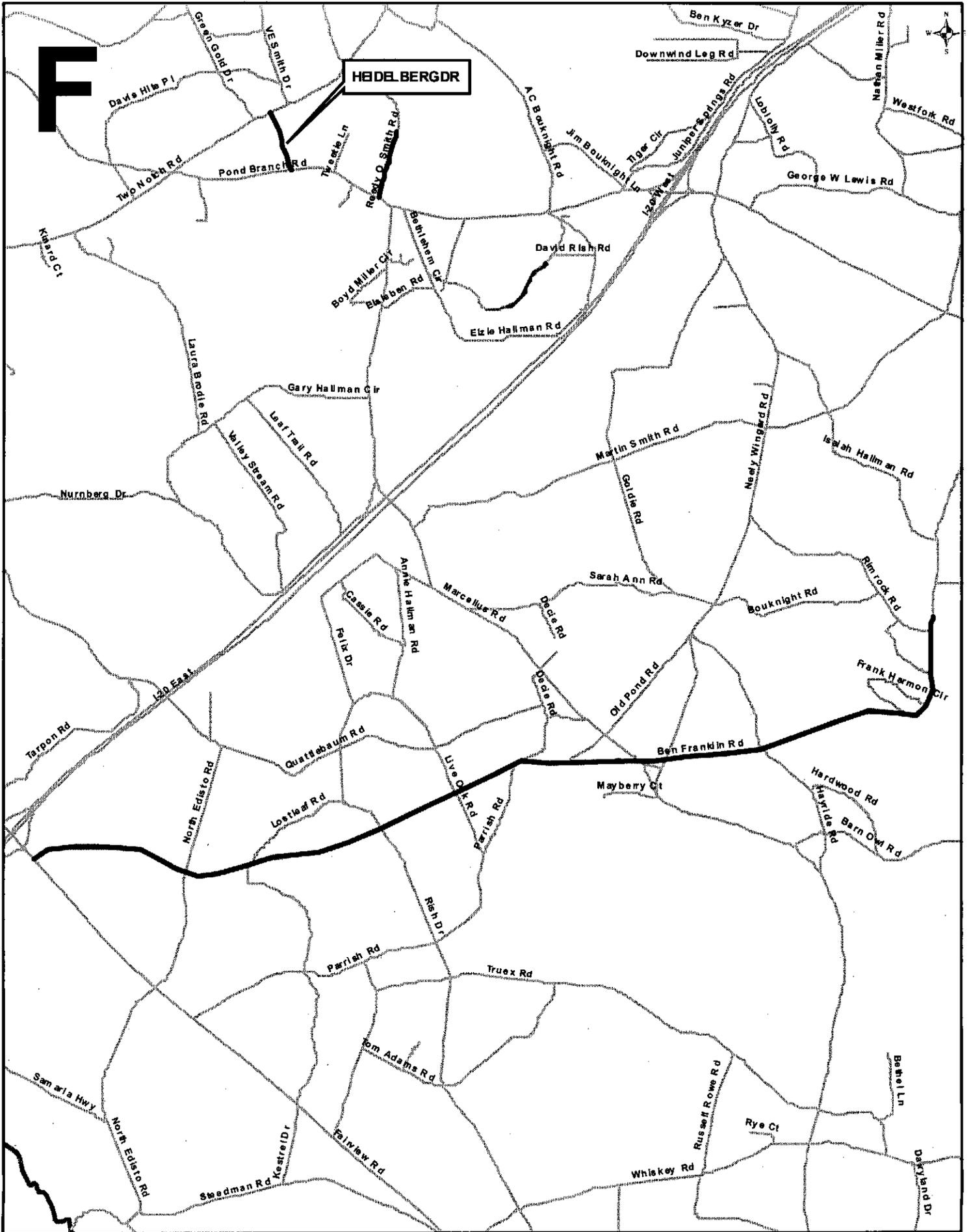
MAP "C" L3 MAINTENANCE DIST



MAP "D" L1 MAINTENANCE DIST



MAP "E" L1 MAINTENANCE DIST

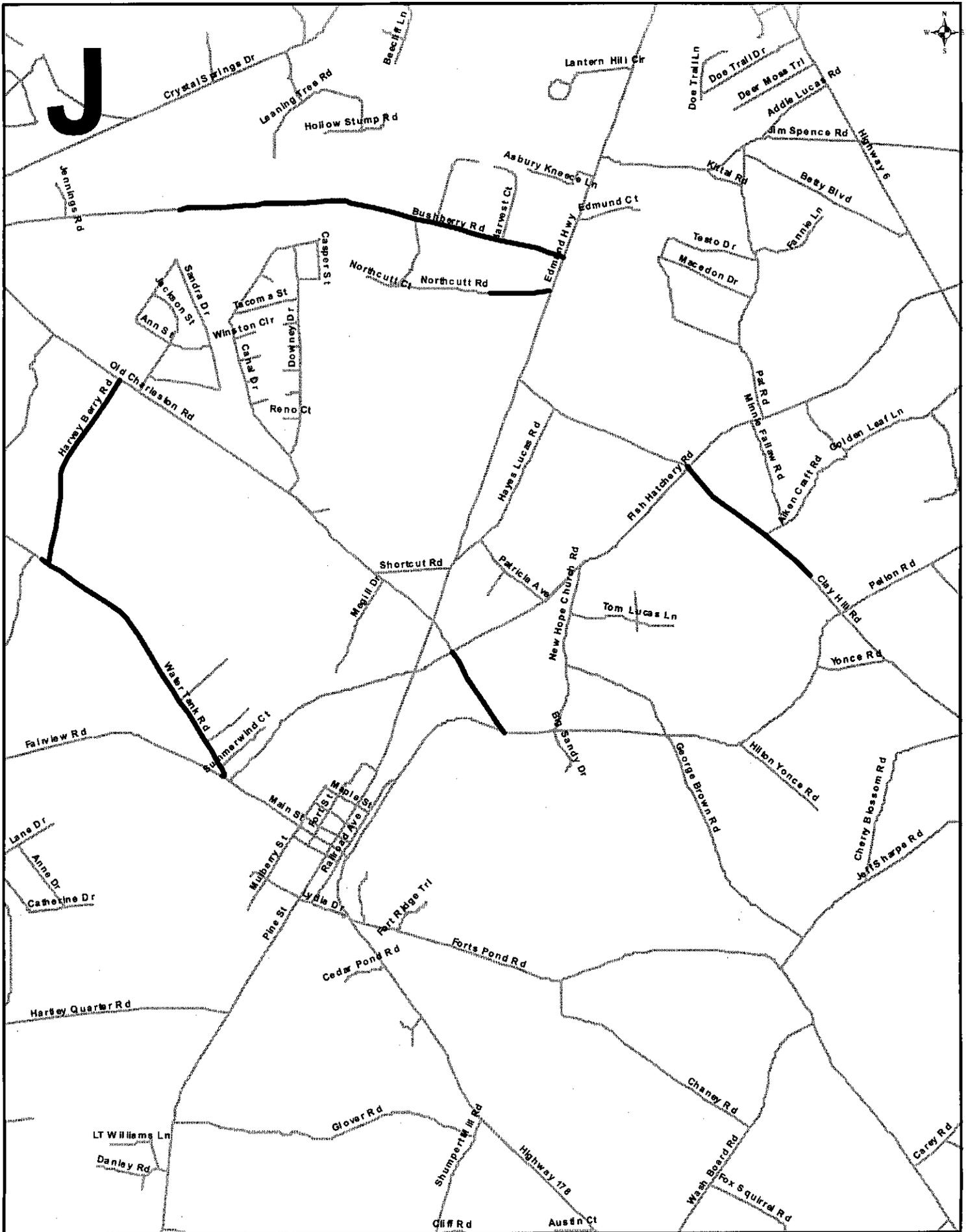


MAP "F" L3 MAINTENANCE DIST









MAP "J" L2 MAINTENANCE DIST





**COUNTY OF LEXINGTON**  
**PUBLIC WORKS DEPARTMENT**  
**ENGINEERING**

**MEMORANDUM**

DATE: April 2, 2010  
TO: Katherine Hubbard  
FROM: John Fechtel, Public Works Director  
RE: SCDOT Sign Request – “Harsey’s Bridge”

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Attached is a letter from SCDOT requesting \$250.00 in “C” Funds for 50% funding of a “Harsey’s Bridge” sign on SC302 at the Aiken/Lexington County line. Aiken County is contributing the other \$250.00. Section 57-3 -610 of State law (attached) requires the CTC County Transportation Committee) to fund up to \$500.00 to reimburse SCDOT for the signs.

Please present this to the Public Works Committee and County Council on April 13, 2010 for their consideration.



South Carolina  
Department of Transportation



March 22, 2010

Mr. James E. Kinard, Chairman  
Lexington County Transportation Committee  
212 South Lake Drive, Suite 601  
Lexington, SC 29072

Dear Chairman Kinard:

I am pleased to inform you that the SCDOT Commission has concurred with a resolution of the General Assembly requesting that the Department name the bridge that crosses the North Edisto River along SC Highway 302 at the Aiken/Lexington County line "Harsey's Bridge" and erect appropriate markers or signs at this bridge that contain the words "Harsey's Bridge".

In accordance with current law, expenses incurred in the fabrication and placement of dedication signs or markers must be paid from "C" funds. Therefore, I respectfully request approval of the Lexington County Transportation Committee to program a lump sum payment of \$250.00, which is one half the cost, for fabricating and installing these dedications signs. Aiken County will be asked to contribute the other half.

Please indicate approval by signing below and returning a copy of this letter along with the County Transportation Committees check for \$250.00 to cover this expense.

Thank you for your consideration of this request. I look forward to hearing from you.

Sincerely,

Pat Grice, Executive Assistant  
Deputy Secretary for Finance & Administration

Enclosures

Approved: \_\_\_\_\_

Chairman,  
Lexington County Transportation Committee

Date: \_\_\_\_\_

Cc: The Honorable Henry Taylor, SCDOT Commissioner 2<sup>nd</sup> Congressional District  
Mr. Thad Brunson, DEA #1



Transportation or political subdivisions any power to finance by tolls or other means the acquisition, construction, equipping, maintenance or operation which the Department of Transportation or political subdivisions does not possess under other provisions of this Code.

## ARTICLE 7.

### POWERS AND DUTIES GENERALLY

#### **SECTION 57-3-600.** Newly constructed roads.

Before a county or municipal corporation may accept a deed to a newly constructed road or agree to maintain a newly constructed road, it shall obtain an affidavit from the donor and the contractor who constructed the road that all construction costs have been paid, that the road complies with all applicable construction specifications and standards for construction, and that the road is free of all encumbrances.

A donor or contractor who knowingly submits a false affidavit affirming that all construction costs have been paid for a road or that a road is free of all encumbrances, or both, is guilty of a misdemeanor and, upon conviction, must be fined not more than two hundred dollars or imprisoned for not more than thirty days.

For the purposes of this section, a "newly constructed road" is one which has been completed within two years of the date of the city's or county's consideration of whether to accept the deed or to maintain a newly constructed road.

#### **SECTION 57-3-610.** Naming a road, bridge, or highway in honor of an individual.

Whenever a road, bridge, or other highway facility is dedicated and named in honor of an individual by act or resolution of the General Assembly, the Department of Transportation must be reimbursed all expenses incurred by the department to implement the dedication.

Reimbursement for expenses incurred by the department must first be approved by a majority of each county legislative delegation of the county in which the road, bridge, or facility is located. Reimbursement must be from the State Secondary "C" Apportionment Fund of the county or counties in which the road, bridge, or facility is located, and expenses under this section are limited to five hundred dollars.

Reimbursement for expenses incurred by the department to name and dedicate a highway facility pursuant to a request from other than the General Assembly must be by agreement between the requesting entity and the department.

#### **SECTION 57-3-615.** Highway tolls; usage.

If a toll is administered on a project by the Department of Transportation, the toll must be used to pay for the construction, maintenance costs, and other expenses for only that project. A toll project that is in excess of one hundred fifty million dollars may only be initiated as provided in Chapter 37 of Title 4.

No toll may be imposed on passage of any vehicle on federal interstate highways in this State which were in existence as of January 1, 1997, unless the imposition is otherwise affirmatively approved by the General Assembly in separate legislation enacted solely for that purpose.

#### **SECTION 57-3-618.** Imposition and collection of toll on Interstate 73.

Notwithstanding another provision of law, the Department of Transportation may impose and collect a toll on the proposed Interstate 73 corridor upon completion of this highway project. This toll must be used to pay for the cost of planning, right-of-way acquisitions, financing, construction, operation, and

The Committee Minutes are left out intentionally until approved by the Committee. Upon the Committee's approval, the minutes will be available on the Internet.

The Committee Minutes are left out intentionally until approved by the Committee. Upon the Committee's approval, the minutes will be available on the Internet.

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The Committee Minutes are left out intentionally until approved by the Committee. Upon the Committee's approval, the minutes will be available on the Internet.

**LEXINGTON COUNTY  
REGISTRATION AND ELECTIONS COMMISSION**

**COMMISSIONERS**

M. Dale Cook, Chm.  
Marjorie Carter, Vice Chm.  
Edwin P. Anderson, Sec.  
Carolyn Meetze  
Marti Taylor  
Randy L. Caughman  
Gail Jennings  
Horace E. Porter  
Tommy McGill



Dean Crepes  
Director  
Phone (803) 785-8361  
Fax (803) 785-8390  
RegistrationElections@lex-co.com

**605 WEST MAIN STREET, SUITE 105  
LEXINGTON, SOUTH CAROLINA, 29072-2503**

From: Lexington County Registration and Elections Commission

To: Lexington County Council Members

Via: Katherine Hubbard, Lexington County Administrator

Subj: Proposed Equipment Cost for reorganization of precincts Senate Bill S 963

In reference to Senate Bill S 963, the reorganization of four precincts has been ratified and could affect the voting for the June primary.

There are four counties- Horry, Aiken, Sumter, and Lexington, who are affected and all are requesting the effective date for the precinct reorganization be delayed until July 1, 2010.

I have currently requested funding in my Fiscal 2010/2011 budget for this reorganization.

Department of Justice (DOJ) must approve all changes and this request will be submitted by the Attorney General's office. Horry County's director, along with myself, have been very vocal in requesting to the Attorney General's office that the effective date of July 1, 2010 be included in the submittal to DOJ.

Please find the enclosed proposed cost for the reorganization of four precincts- Barr Road, Pine Ridge, Park Road, and Red Bank South.

The proposed cost includes four Audio Voting (audiotronic) machines for voters with disabilities, four Communication packs, printing and mailing cost for new voter registration cards, applicable taxes and shipping.

Sincerely,

A handwritten signature in cursive script, appearing to read "Dean Crepes".

*"The Base of Freedom is your Vote"  
Register and Vote*

## NEW PRECINCT EQUIPMENT

AUDIO's cost each \$1,995.00

Comm Packs cost each \$500.00

Equipment cost per precinct **\$2,495.00**

tax \$174.65

shipping \$500.00

COST FOR 4 PRECINCTS EQUIPMENT \$10,654.65

New Precinct Cards 0.06 \$540.00

Mailing 0.44 \$3,960.00

**TOTAL COST FOR NEW AND EVRL EQUIPMENT** **\$15,154.65**

The Committee Minutes are left out intentionally until approved by the Committee. Upon the Committee's approval, the minutes will be available on the Internet.

## RESOLUTION

**THE COUNCIL FOR THE COUNTY OF LEXINGTON, SOUTH CAROLINA, MEETING IN GENERAL SESSION THE 13TH DAY OF APRIL, TWO THOUSAND AND TEN ADOPTED THE FOLLOWING:**

**WHEREAS**, Lexington County, South Carolina has been and is a recipient of Community Development Block Grant (CDBG) Program and HOME Investment Partnerships Program funds from the United States Department of Housing and Urban Development (HUD); and

**WHEREAS**, as part of its grant agreement for these funds, Lexington County certifies and agrees to comply with Title VIII of the Civil Rights Act of 1968, as amended, and to administer its activities relating to housing and community development in a manner which affirmatively furthers fair housing; and

**WHEREAS**, it is a requirement of the CDBG and HOME programs that the County undertake actions to further fair housing during each grant period; and

**WHEREAS**, the County desires that all of its citizens be afforded the opportunity to attain a decent, safe, and affordable housing regardless of race, religion, color, sex, national origin, disability, or familial status; and

**WHEREAS**, each year HUD designates the month of April as Fair Housing Month.

**NOW, THEREFORE, BE IT RESOLVED** that we, Lexington County Council, does hereby proclaim April as **FAIR HOUSING MONTH** in Lexington County.

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James E. Kinard, Jr., Chairman

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William B. Banning, Sr., Vice Chairman

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William C. Derrick

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George H. "Smokey" Davis

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Debra B. Summers

---

Bobby C. Keisler

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Johnny W. Jeffcoat

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John W. Carrigg, Jr.

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M. Todd Cullum

ATTEST:

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Diana W. Burnett, Clerk

## RESOLUTION

### THE COUNCIL FOR THE COUNTY OF LEXINGTON, SOUTH CAROLINA, MEETING IN GENERAL SESSION THE 13TH DAY OF APRIL, TWO THOUSAND AND TEN, ADOPTED THE FOLLOWING:

**WHEREAS**, community churches, municipalities, county agencies, and area businesses have come together every June to host what has become an annual event in the Midlands of South Carolina, the Congaree Kids Kamp; and

**WHEREAS**, Kids Kamp will celebrate its eleventh year the week of June 14-18, 2010 at the South Congaree Arena in Lexington County; and

**WHEREAS**, eleven partnering churches along with over twenty (20) participating churches in Lexington, West Columbia, Columbia, and surrounding communities have joined together to provide a free “kamp” for children four - sixteen years of age. The “kamp” is a five-night event with ministry, activities, and a meal at no cost to the 1,500+ children that attend; and

**WHEREAS**, Kids Kamp breaks down all denominational barriers joining over 400 volunteers with one goal in mind, to introduce each child to the saving grace of our Lord and Savior, Jesus Christ, and to offer them hope that will last a life time. This “kamp” is designed to be one of the most effective for the time and cost to carry it out; and

**WHEREAS**, the list of volunteers include laymen and women, pastors, businessmen and women, youth pastors, youth groups, bands, farmers, senior citizens, policemen, and town officials; and guests include parents, state senators, state representatives, county councilmembers, business partners, conference officials, pastors as well as curious onlookers; and

**WHEREAS**, we believe that to invest in the children of our Community is to invest in the future of our Community.

**NOW, THEREFORE, BE IT RESOLVED** that we, the members of Lexington County Council, hereby commend **KIDS KAMP AND PARTNERING CHURCHES** for their service to the area youth and offer our endorsement of Kids Kamp 2010.

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James E. Kinard, Jr., Chairman

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William B. Banning, Sr., Vice Chairman

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William C. Derrick

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George H. “Smokey” Davis

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Debra B. Summers

---

Bobby C. Keisler

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Johnny W. Jeffcoat

---

John W. Carrigg, Jr.

---

M. Todd Cullum

ATTEST:

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Diana W. Burnett, Clerk

## RESOLUTION

**THE COUNCIL FOR THE COUNTY OF LEXINGTON, SOUTH CAROLINA, MEETING IN GENERAL SESSION THE 13TH DAY OF APRIL, TWO THOUSAND AND TEN, ADOPTED THE FOLLOWING:**

**WHEREAS**, the South Carolina Poultry Festival will celebrate its 24<sup>th</sup> anniversary May 6-8, 2010; and

**WHEREAS**, the Festival aims to recognize area poultry growers and the largest agricultural industry in Lexington County; and

**WHEREAS**, the South Carolina Poultry Festival strives to promote a fun, safe, and family-oriented weekend event for all ages to enjoy; and

**WHEREAS**, the South Carolina Poultry Festival's success is a tribute to its many dedicated volunteers who have joined together to make the festival a successful event for the Batesburg/Leesville community.

**NOW, THEREFORE, BE IT RESOLVED** that we, the members of Lexington County Council, do hereby proclaim May 6-8, 2010 as **SOUTH CAROLINA POULTRY FESTIVAL WEEKEND**.

**BE IT FURTHER RESOLVED** that we extend an invitation to citizens and visitors to join in the celebration and enjoyment of the 24<sup>th</sup> South Carolina Poultry Festival.

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James E. Kinard, Jr., Chairman

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William B. Banning, Sr., Vice Chairman

---

William C. Derrick

---

George H. "Smokey" Davis

---

Debra B. Summers

---

Bobby C. Keisler

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Johnny W. Jeffcoat

---

John W. Carrigg, Jr.

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M. Todd Cullum

ATTEST:

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Diana W. Burnett, Clerk



## APPOINTMENTS BOARDS & COMMISSIONS

Page 1 of 2

**April 13, 2010**

### **DEBBIE SUMMERS**

**Board of Zoning Appeals** - Mark Bostic - Term expired 12/31/09 - Eligible for reappointment -  
*Confirmed desire to serve another term*

### **JOHN CARRIGG**

**Assessment Appeals Board** - G. Randall McKay - Term expires 09/21/10 - Not eligible due to  
board attendance - Nomination form included for Kenneth Brad Matthews  
**Museum Commission** - Vacant - Term expired 11/01/06

### **TODD CULLUM**

**Health Services District** - Vacant - Term expired 03/10/09



# LEXINGTON COUNTY COUNCIL

## BOARD/COMMISSION NOMINATION FORM

Name of Board/Commission: **Assessment Appeals Board**

Nominee: Kenneth Brad Matthews

Address: 5812 Wescott Rd, Columbia SC 29212

Employed by: Edward Jones Investments

Address: 7210 Broad River Rd, Irmo, SC 29063

Home Telephone: \_\_\_\_\_ Business Telephone: 749-1298

Mobile Phone: 394-5159 Fax Number: 1-866-820-6070

Email Address: K.Matthews@edwardjones.com

Is nominee aware of board/commission activities and responsibilities? Yes, Very

Background information (include education, community service activities, previous service on county boards/commissions or any other boards/commissions on which you are currently serving):

- ① Graduate of the Park Moore School of Business - 2008
- ② Financial Advisor - Edward Jones Investments
- ③ Participant - Bowl For Kids Sake - Big Brothers Big Sisters
- ④ Participant/Volunteer - Race Marathon - Benefiting Children's Miracle Network
- ⑤ Zig-the-Pig - Organizer/Volunteer - Piggot Groceries for Pediatric Cancer Research
- ⑥ Gameball Run - Organizer/Participant - Participated in the Annual Run of the Clemson/Carolina Gameball to raise money for families and patients of Multiple Sclerosis
- ⑦ Elected Treasurer while at OSC
- ⑧ Involved with the Lexington County Republican Party

Submitted by: **John W. Carrigg, Jr.**  
 Council District Number: **District 7**  
 Date: 3-29-10

Please return completed form to:  
 Lexington County Council  
 212 South Lake Drive, Suite 601  
 Lexington, SC 29072  
 Or Fax to 803-785-8101  
 For questions call 803-785-8103

# COUNTY OF LEXINGTON

## Procurement Services

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MEMORANDUM

(O) 785-8319

(F) 785-2240

**DATE:** April 2, 2010

**TO:** Katherine L. Hubbard  
County Administrator

**THROUGH:** Reggie Murphy  
Procurement Manager

**FROM:** Angela M. Seymour  
Procurement Officer

**SUBJECT: HVAC Systems Upgrade (Grant Funds)  
B10026-03/22/10S  
Building Services**

---

Competitive bids were solicited and advertised for HVAC Systems Upgrade for Building Services. The pieces of equipment will be purchased under the Energy Efficiency and Conservation Block Grant (EECBG) program. A mandatory pre-bid was held on March 24, 2010, in which eighteen (18) vendors attended. We received five (5) responsive bids on March 22, 2010 (see attached Bid Tabulation).

The bids were evaluated by Randy Quattlebaum, Building Services Manager; and Angela M. Seymour, Procurement Officer. It is our recommendation that it be awarded to Custom Air, Inc. as the lowest responsive bidder. The total cost, including sales tax, is \$27,564.00 (see attached bid tabulation).

Funds are appropriated in the following accounts:

4511-111300-5AA325	Batesburg Magistrate's Office	\$4,000.00
4511-111300-5AA323	Central Stores	\$8,500.00
4511-111300-5AA319	Auxiliary Administration Building	\$79,000.00

I concur with the above recommendation and further recommend that this bid be placed on County Council's agenda for their next scheduled meeting on April 13, 2010.

copy: Larry Porth, Director of Finance/Assistant County Administrator  
Randy Quattlebaum, Building Services Manager

**County of Lexington**

**Bid Tabulation**

**BID # : B10026-03/22/10S**

**HVAC Systems Upgrade**

				<b>Custom Air, Inc.</b>	<b>Triad Mechanical Contractors</b>	<b>Innovative Solutions</b>
<b>Item</b>	<b>Qty</b>	<b>U/M</b>	<b>Description</b>	<b>Total Cost</b>	<b>Total Cost</b>	<b>Total Cost</b>
1	1	JOB	HVAC Upgrade - Central Stores/Print Shop	\$ 5,807.55	\$ 13,000.00	\$ 10,952.00
2	1	JOB	HVAC Upgrade - Auxilliary Bldg (Clemson Ext)	\$ 5,927.00	\$ 9,187.00	\$ 12,648.00
3	1	JOB	HVAC Upgrade - Auxilliary Bldg (Lobby Area)	\$ 12,337.00	\$ 13,453.00	\$ 16,210.00
4	1	JOB	HVAC Upgrade - Batesburg Magistrate's Office	\$ 3,492.45	\$ 6,303.00	\$ 9,036.00

Option 1

5	1	JOB	HVAC Upgrade - All Buildings	\$ 27,564.00	\$ 41,943.00	No Bid
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				<b>EnvirotoISC, LLC</b>	<b>Christie Brothers Heating and Air</b>
<b>Item</b>	<b>Qty</b>	<b>U/M</b>	<b>Description</b>	<b>Total Cost</b>	<b>Total Cost</b>
1	1	JOB	HVAC Upgrade - Central Stores/Print Shop	\$ 7,723.00	\$ 8,332.00
2	1	JOB	HVAC Upgrade - Auxilliary Bldg (Clemson Ext)	\$ 8,824.00	\$ 8,668.00
3	1	JOB	HVAC Upgrade - Auxilliary Bldg (Lobby Area)	\$ 12,925.00	\$ 14,490.00
4	1	JOB	HVAC Upgrade - Batesburg Magistrate's Office	\$ 3,737.00	\$ 5,288.00

Option 1

5	1	JOB	HVAC Upgrade - All Buildings	\$ 32,414.00	No Bid
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Bids Received: March 22, 2010 @ 3:00 PM

Angela M. Seymour  
Procurement Officer

# COUNTY OF LEXINGTON

## Procurement Services

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### MEMORANDUM

(O) 785-8319

(F) 785-2240

**DATE:** March 30, 2010

**TO:** Katherine L. Hubbard  
County Administrator

**THROUGH:** Reggie Murphy  
Procurement Manager

**FROM:** Angela M. Seymour  
Procurement Officer

**SUBJECT:** **Energy Management System Installation (Sole Source)**  
**Building Services**

---

We received a purchase request from Building Services for the installation of an Energy Management System for the County Auxiliary Administration Building. This will be a “sole source” purchase from this vendor as it is necessary to use the NOVAR system in order to merge into the existing system within the building and Control Management, Inc. is the only authorized distributor and installer for South Carolina.

Randy Quattlebaum, Building Services Manager has reviewed and recommended this purchase. The total cost, including applicable sales tax, is \$53,441.00.

Funds are appropriated in the following account:

4511-111300-5AA319	Auxiliary Administration Building	\$79,000.00
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I concur with the above recommendation and further recommend that this bid be placed on County Council’s agenda for their next scheduled meeting on April 13, 2010.

copy: Larry Porth, Director of Finance/Assistant County Administrator  
Randy Quattlebaum, Building Services Manager

# COUNTY OF LEXINGTON

## Procurement Services

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MEMORANDUM

(O) 785-8319

(F) 785-2240

**DATE:** April 2, 2010

**TO:** Katherine L. Hubbard  
County Administrator

**THROUGH:** Reggie Murphy  
Procurement Manager

**FROM:** Angela M. Seymour  
Procurement Officer

**SUBJECT: Line Striping Program  
B10037-03/31/10S  
Public Works**

---

Competitive bids were solicited and advertised for Line Striping Program for Public Works. This project consists of providing materials, labor, and equipment to place line striping for 55 miles of Lexington County roads. This is a 100% Disadvantaged Business Enterprise (DBE) contract as a requirement by South Carolina Department of Transportation (SCDOT) regulations for funding. A mandatory pre-bid was held on March 24, 2010, in which three (3) vendors attended. We received one (1) responsive bid on March 31, 2010 (see attached Bid Tabulation).

The bids were evaluated by John Fechtel, Director of Public Works; J. Jim Starling, Engineer Assoc. III; J. Randy Edwards, County Engineer; and Angela M. Seymour, Procurement Officer. It is our recommendation that it be awarded to Carolina Pavement Markings, Inc., option number two (2), as the lowest responsive bidder. The total cost, including sales tax, is \$199,729.15 (see attached bid tabulation).

Funds are appropriated in the following accounts:

2700-121300-530003	Line Striping Program	\$200,000.00
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I concur with the above recommendation and further recommend that this bid be placed on County Council's agenda for their next scheduled meeting on April 13, 2010.

copy: Larry Porth, Director of Finance/Assistant County Administrator  
John Fechtel, Director of Public Works/Assistant County Administrator

## County of Lexington

### Bid Tabulation

**BID # : B10037-03/31/10S**  
**Line Striping Program**

**Option 1**

Item	Qty	U/M	Description	Carolina Pavement Markings	
				Unit Total	Total Cost
602	2,770	EA	Raised Pavement Marker	\$3.00	\$8,310.00
603	1,370	LF	24" White Thermoplastic	\$5.00	\$6,850.00
604A	233,400	LF	4" White Solid Line - Fast Dry Paint	\$0.08	\$18,672.00
605A	17,906	LF	6" White Solid Line - Fast Dry Paint	\$0.12	\$2,148.72
606A	403,445	LF	4" Yellow Solid Line - Fast Dry Paint	\$0.08	\$32,275.60
607A	13,100	LF	4" Yellow Broken Line - Fast Dry Paint	\$0.08	\$1,048.00
<b>Total</b>					<b>\$69,304.32</b>

**Option 2**

Item	Qty	U/M	Description	Carolina Pavement Markings	
				Unit Total	Total Cost
602	2,770	EA	Raised Pavement Marker	\$3.00	\$8,310.00
603	1,370	LF	24" Thermoplastic	\$5.00	\$6,850.00
604A	233,400	LF	4" White Solid Line - Thermoplastic	\$0.27	\$63,018.00
605A	17,906	LF	6" White Solid Line - Thermoplastic	\$0.50	\$8,953.00
606A	403,445	LF	4" Yellow Solid Line - Thermoplastic	\$0.27	\$108,930.15
607A	13,100	LF	4" Yellow Broken Line - Thermoplastic	\$0.28	\$3,668.00
<b>Total</b>					<b>\$199,729.15</b>

Bids Received: March 31, 2010 @ 3:00 PM

Angela M. Seymour  
Procurement Officer

Document not available at this time.

Document not available at this time.

# COUNTY OF LEXINGTON

## Procurement Services

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MEMORANDUM

(O) 785-8166

(F) 785-2240

**DATE:** April 01, 2010

**TO:** Katherine L. Hubbard  
County Administrator

**THROUGH:** Reggie Murphy  
Procurement Manager

**FROM:** Jeffrey A. Hyde  
Procurement Officer

**SUBJECT: Southeast Collection and Recycling Center  
B10030-03/24/10H  
Solid Waste Management**

---

Competitive bids were solicited and advertised for the Southeast Collection and Recycling Center Project for the Solid Waste Management Department. A mandatory pre-bid conference was held on March 11, 2010 in which eighteen (18) bidders attended.

We received ten (10) responsive bids on March 24, 2010 (see attached Bid Tabulation).

The bids were evaluated by Mr. James W. Frost II, P.E., from Alliance Consulting Engineers, Inc.; Mr. David Eger, Solid Waste Management Director; and Jeffrey A. Hyde, Procurement Officer. It is our recommendation to award this project to the lowest responsive, responsible bidder; LAD Corporation of West Columbia, in the amount of \$521,194.25.

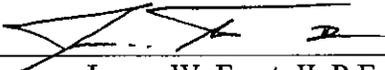
County funds are appropriated in the following account:

5700-121203-5A9542	S.E. Collection Center Construction	\$562,225.00
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I concur with the above recommendation and further recommend that this bid be placed on County Council's agenda for their next scheduled meeting on April 13, 2010.

copy: Larry Porth, Director of Finance/Assistant County Administrator  
David Eger, Director of Solid Waste Management

**CERTIFIED AS A TRUE AND CORRECT  
TABULATION OF BIDS RECEIVED**



James W. Frost, II, P.E.  
Senior Project Manager

**PROJECT NAME:** Southeast Collection and Recycling Center for  
Lexington County, South Carolina

**PROJECT NO.:** 07123-32

**PLACE:** Lexington County Building  
212 South Lake Drive  
Lexington, SC 29073

**BID DATE:** March 24, 2010 at 2:00 PM

CONTRACTOR	AMOUNT OF BID	ORDER OF BIDS
LAD Corporation of West Columbia – West Columbia, SC	\$521,194.25	1
JC Wilkie Construction, LLC – Lexington, SC	\$521,502.37 <sup>1</sup>	2
Cherokee, Inc. – Columbia, SC	\$552,756.50	3
C Ray Miles Construction Co., Inc. – Lugoff, SC	\$565,000.00	4
C.R. Jackson, Inc. – Columbia, SC	\$571,168.50	5
McClam & Associates, Inc. – Little Mountain, SC	\$571,808.00	6
Walter L. Hunter Construction Co., Inc. – Lexington, SC	\$581,922.25	7
United Infrastructure Group – Great Falls, SC	\$598,085.85 <sup>2</sup>	8
Sox and Sons Construction Company – West Columbia, SC	\$611,200.21 <sup>3</sup>	9

CONTRACTOR	AMOUNT OF BID	ORDER OF BIDS
L-J Inc. – Columbia, SC	\$776,515.50	10
Murphy Contracting, Inc. – Lexington, SC	\$385,536.23 <sup>4</sup>	11

**\*NOTE:** Please note that the following mathematical and submission errors were noted which resulted in LAD Corporation of West Columbia being low bidder.

1. J.C. Wilkie Construction, LLC of Lexington, South Carolina erred in the amount of \$1.37 increasing their total bid amount to \$521,502.37.
2. United Infrastructure Group, Inc. of Great Falls, South Carolina erred in the amount of \$9,900 decreasing their total bid amount to \$598,085.85.
3. Sox & Sons, Construction Co., Inc. of West Columbia, South Carolina erred in the amount of \$8.00 increasing their total bid amount to \$611,200.21.
4. Murphy Contracting, Inc. of Lexington, South Carolina erred in the amount of \$1,333.77 decreasing their total bid amount to \$385,536.23. Murphy Contracting, Inc. has since submitted a letter to Lexington County, dated March 25, 2010, withdrawing their bid due to deficiencies within the bid form. Their bid has now been classified as non-responsive.

# COUNTY OF LEXINGTON

## Procurement Services

---

MEMORANDUM

(O) 785-8166

(F) 785-2240

**DATE:** April 01, 2010

**TO:** Katherine L. Hubbard  
County Administrator

**THROUGH:** Reggie Murphy  
Procurement Manager

**FROM:** Jeffrey A. Hyde  
Procurement Officer

**SUBJECT: Turf Erosion Reinforcement Materials  
C10018-03/30/10H  
Solid Waste Management**

---

Competitive bids were solicited and advertised for the Turf Erosion Reinforcement Materials for the Solid Waste Management Department on March 01, 2010.

The County received five (5) bids on March 30, 2010 (see attached Bid Tabulation).

The bids were evaluated by Mr. David Eger, Solid Waste Management Director; and Jeffrey A. Hyde, Procurement Officer. It is our recommendation to award the contract to Pennington Seed, Inc. The estimated annual cost of this contract is approximately \$88,087.75, including the applicable sales tax.

It is our recommendation to award this term contract for the initial period of one (1) year with the option to extend the contract for two (2) additional one (1) year periods, if deemed to be in the best interest of the County.

I concur with the above recommendation and further recommend that this bid be placed on County Council's agenda for their next scheduled meeting on April 13, 2010.

copy: Larry Porth, Director of Finance/Assistant County Administrator  
Dave Eger, Solid Waste Management Director

# County of Lexington

C10018  
JAH  
03/30/2010

## Bid Tabulation

**Bid # C10018-03/30/10H**

**Turf Erosion Reinforcement Materials - Term Contract**

				J & S Care, Inc.		Ewing Irrigation Products		Pennington Seed, Inc.	
Item	Qty	UOM	Description	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	200	rolls	Curlex III Revegetation Matting	\$50.00	\$10,000.00	*/**	Non-Responsive	* \$34.50	\$6,900.00
2	100	rolls	Enkamat 7020 (8' x 112.5')	\$487.00	\$48,700.00	*/**	Non-Responsive	\$356.50	\$35,650.00
3	100	rolls	Enkamat 7010 (8' x 169')	\$528.00	\$52,800.00	*/**	Non-Responsive	\$397.75	\$39,775.00
<b>Subtotal</b>					\$111,500.00				\$82,325.00
<b>Tax</b>					\$7,805.00				\$5,762.75
<b>Total Bid</b>					\$119,305.00	*/**	Non-Responsive		\$88,087.75
				John Deere Landscapes		A.H. Harris & Sons, Inc.			
Item	Qty	UOM	Description	Unit Price	Total Price	Unit Price	Total Price		
1	200	rolls	Curlex III Revegetation Matting	\$75.04	\$15,080.00	\$66.60	\$13,320.00		
2	100	rolls	Enkamat 7020 (8' x 112.5')	\$384.85	\$38,485.00	\$605.00	\$60,500.00		
3	100	rolls	Enkamat 7010 (8' x 169')	\$430.60	\$43,060.00	\$680.00	\$68,000.00		
<b>Subtotal</b>					\$96,625.00		\$141,820.00		
<b>Tax</b>					\$6,763.75		\$9,927.40		
<b>Total Bid</b>					\$103,388.75		\$151,747.40		

\* Vendor submitted an alternate product for consideration.

\*\* Vendor qualified their pricing terms and conditions

Bids Opened: March 30, 2010 @ 3:00 pm

Jeffrey A. Hyde, CPPB  
Procurement Officer

Minutes are left out intentionally until approved by Lexington County Council. Upon Council's approval, the minutes will be available on the Internet.