

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, MARCH 2, 2015
7:00 P.M.**

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

APPROVE MINUTES OF FEBRUARY 16, 2015 REGULAR SESSION

1. PUBLIC HEARING FOR PEACOCK LANE AND BLACK LANE RUN: Don Baumgardner, Planning Director
2. PUBLIC HEARING FOR FY15 CDBG INFRASTRUCTURE FUNDING CYCLE: Reed Whitesell, Holland Consulting Planners
3. PETITIONS OF CITIZENS
4. RESOLUTION – MILITARY FAMILY OF THE QUARTER

DEPARTMENTAL MATTERS

5. TAX – RELEASES AND REFUNDS: Ronnie Antry, Tax Administrator
6. FINANCE – BUDGET AMENDMENT: Rick Hemphill, Assistant County Manager, Finance/Administration
7. PLANNING
 - A. Request for Addition to State Maintained Road: Don Baumgardner, Planning Director
 - B. Policies and Resolutions – FY13-15 Flood Mitigation Assistance Elevation Program: Reed Whitesell, Holland Consulting Planners
 - C. Engineering Contract Award – FY13-15 Flood Mitigation Assistance Elevation Program: Reed Whitesell, Holland Consulting Planners
8. CONVENTION CENTER – BUDGET AMENDMENT: Mary Harris, Convention Center Director

9. APPOINTMENTS
10. COUNTY ATTORNEY'S REPORT: Jim Hicks
11. COUNTY MANAGER'S REPORT: Jack Veit
12. COMMISSIONERS' REPORTS

Agenda Date: March 2, 2015

Presenter: Don Baumgardner

Agenda Item No. 1

Board Action Required: Yes

PUBLIC HEARING FOR PEACOCK LANE AND BLACK LANE RUN

A public hearing will be held on Monday, March 2nd at 7:00 p.m., as advertised, to receive input from citizens regarding the proposal to name two private drives, Peacock Lane and Black Lane Run in Craven County. (See Attachment #1)

Board Action: Receive comments from the public and approve the naming of the two private drives.

Agenda Date: March 2, 2015

Presenter: Reed Whitesell

Agenda Item No. 2

Board Action Required: Yes

PUBLIC HEARING FOR FY 15 CDBG INFRASTRUCTURE FUNDING CYCLE

A public hearing will be held on Monday, March 2nd, 2015 at 7:00 p.m., as advertised, to hear public comments regarding the County's intent to apply for FY2015 CDBG Infrastructure funding (Township 7 STEP pump replacement). The County is required to hold two public hearings. The 1st public hearing was held on January 5th. It is anticipated that up to \$750,000.00 for infrastructure projects will be available. (See Attachment #2)

The purpose of this public hearing is to allow citizens, County staff, and elected officials to express concerns or interests related to community development throughout Craven County prior to actual application for any specific FY15 CDBG project.

Board Action: Hear public comment. Support Resolution of Intent to apply and authorize the Chairman to sign.

Agenda Date: March 2, 2015

Presenter: _____

Agenda Item No. 3

Board Action Required: No

PETITIONS OF CITIZENS

Board Action: Receive Information

Agenda Date: March 2, 2015

Presenter: _____

Agenda Item No. 4

Board Action Required: Yes

RESOLUTION – MILITARY FAMILY OF THE QUARTER

The Board received a request to adopt the resolution, contained in Attachment #4, recognizing the family of Corporal Javade G. Smith as Military Family of the Quarter. The recognition luncheon will be held on Thursday, March 12 at noon at the New Bern Country Club. (Please note that March 12 is the second day of the re-scheduled Essentials of County Government).

Board Action: Adopt Resolution

Agenda Date: March 2, 2015

Presenter: Ronnie Antry

Agenda Item No. 5

Board Action Required: Yes

DEPARTMENTAL MATTERS: TAX – RELEASES AND REFUNDS

Craven County Tax Administrator, Ronnie Antry, will present the routine requests for tax releases and refunds contained in Attachment #5 for the Board's approval.

In addition to the regular release and refund requests, there are 2 refund items for Faith United Methodist Church. The church leases a building on its property to a private for-profit day care center. A discovery was made to add the building to the tax records for the four years that it lost its tax exemption. A tax bill was issued and the taxpayer appealed the discovery to the Craven County Board of Equalization and Review which upheld the assessor's finding that the property is taxable; however, it reduced the assessed value from \$428,200 to \$152,500. This change resulted in the total tax liability for the four years to be reduced from \$19,209.75 to \$6,841.48. Therefore, this difference of \$12,368.27 is to be refunded to the church.

Should you have any questions regarding this refund or any of the others on the list, Mr. Antry will be present at the meeting to answer them.

Board Action: A roll call vote is needed to approve tax releases and refunds.

Agenda Date: March 2, 2015

Presenter: Rick Hemphill

Agenda Item No. 6

Board Action Required: Yes

DEPARTMENTAL MATTERS: FINANCE – BUDGET AMENDMENT

Assistant County Manager, Finance/Administration, Rick Hemphill, will present the following budget amendment for the Board's approval.

Amendments: Dental/Capital Reserve – Agreement to transfer 50% of annual dental profits to Capital Reserve. Need to budget/transfer that portion from FY '14, in the amount of \$58,129, to Capital Reserve for future repairs. Extensive repair/replacement of plumbing to begin once school is dismissed for the summer. (See Attachment #6)

Board Action: A roll call vote is needed to approve budget amendment.

Agenda Date: March 2, 2015

Presenters: Don Baumgardner, Reed Whitesell

Agenda Item No. 7

Board Action Required: Yes

DEPARTMENTAL MATTERS: PLANNING

A. REQUEST FOR ADDITION TO STATE MAINTAINED ROAD

Attachment #7.A contains a road addition resolution requesting the Board of Commissioners to approve Wadkins Boulevard in Oak Creek Estates at Carolina Pines to be turned over to the State of North Carolina for maintenance. The resolution, once passed, will be forwarded to NCDOT for their final consideration and acceptance of the road to the State Maintenance System.

Board Action: A vote by the Board of Commissioners is needed to approve the standard SR2 Road Addition Resolution.

B. POLICIES AND RESOLUTIONS – FY13-15 FLOOD MITIGATION ASSISTANCE ELEVATION PROGRAM

Reed Whitesell, Holland Consulting Planners, will present Craven County's notice of a \$1.83 million Flood Mitigation Assistance (FMA) award from the NC Division of Emergency Management for the elevation of eleven (11) residential structures. The Planning Director expects to execute a final grant agreement by mid-March.

Attachment #7.B contains policies that need to be adopted in order to move forward with the project.

Board Action: Approve policies and authorize the Chairman to sign.

C. ENGINEERING CONTRACT AWARD – FY13-15 FLOOD MITIGATION ASSISTANCE ELEVATION PROGRAM

A bid opening for the elevation and retrofitting of residential structures associated with the FY13-15 Flood Mitigation Assistance Project was held on February 20, 2015. Bids were received by two (2) engineering firms; Appian Consulting Engineers, P.A., of Rocky Mount and Weston Lyall of Holly Ridge.

It is recommended that the Board award the contract for the FY13-15 FMA structural engineering services to Appian Consulting Engineers, P.A. in order to move forward with the project. (See Attachment #7.C)

Board Action: A vote to approve Appian Consulting Engineers, P.A., as recommended.

Agenda Date: March 2, 2015

Presenter: Mary Harris

Agenda Item No. 8

Board Action Required: Yes

DEPARTMENTAL MATTERS: FINANCE – BUDGET AMENDMENT

Convention Center Director, Mary Harris, will present a budget amendment to appropriate \$248.20 from the Tourism Development Authority to cover additional expenses of the New York Media Mission with the NC Department of Commerce. This trip was rescheduled due to weather and is now scheduled for March 18-20, 2015. (See Attachment #8)

Board Action: A roll call vote is needed to approve budget amendment.

Agenda Date: March 2, 2015

Presenter: _____

Agenda Item No. 9

Board Action Required: Yes

APPOINTMENTS

- A. PENDING
- B. CURRENT
- C. UPCOMING

Board Action: Appointments will be effective immediately, unless otherwise specified.

A. PENDING APPOINTMENT(S):

HAVELOCK BOARD OF ADJUSTMENT

AUTHORIZATION: Havelock City Code – Article XI

MISSION/FUNCTION: _____

NUMBER OF MEMBERS:

7

1

1

TYPE:

City of Havelock

Extraterritorial Jurisdiction (County)

Extraterritorial alternate (County)

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

County appointees must reside in the extraterritorial areas of the City of Havelock.

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: 3rd Wednesday of the month at 7:30 p.m., and at the call of the Chair

Terms ending: Nancy Webster, Alt. (Appointed 2009; resigned)

No applications on file. (The City of Havelock has not received any interest from citizens, but still working on it.)

INDUSTRIAL FACILITIES POLLUTION CONTROL FINANCING AUTHORITY

AUTHORIZATION: Bylaws

MISSION/FUNCTION: _____

NUMBER OF MEMBERS: _____

7 _____

TYPE:

Qualified electors

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

LENGTH OF TERMS: 6 Years

MEETING SCHEDULE: Annual Meeting on 2nd Tuesday in October; otherwise, as needed

COMPENSATION: No : Yes Specify: _____

Terms remaining to be filled: 1

Application(s) on file: Paul Benjamin Hill (Attachment #9.A.)

CRAVEN COUNTY CLEAN SWEEP COMMITTEE

AUTHORIZATION: Bylaws

MISSION/FUNCTION: To eliminate littering and promote recycling through education and ordinance enforcement.

NUMBER OF MEMBERS:

15

TYPE:

Civic, neighborhood, municipal, industrial business, schools

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: 3rd Wednesday of the months of March, June, September and December

COMPENSATION: No Yes Specify: _____

Term(s) ending:

Bob Adams (Appointed 2012)
Connie Adams (Appointed 2012)
Eddie Games (Appointed 2012)
Debbie Kirkman (Appointed 2012)

No applications on file.

NEW BERN-CRAVEN COUNTY PUBLIC LIBRARY

AUTHORIZATION: Bylaws and NCGS 153-250.4

MISSION/FUNCTION: To determine policy of the library, advise in preparation of the budget, approve the budget, study relevant legislation, provide adequate facilities.

NUMBER OF MEMBERS: _____

10

TYPE:

5 County Appointees

5 City Appointees

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

LENGTH OF TERMS: 6 Years

MEETING SCHEDULE: 7:30 p.m. 1st Tuesday of alternate months February, April, June, August, October and December

COMPENSATION: No ; Yes Specify: _____

Term(s) ending: Maria Muniz

Application(s) on file: Georgene Jackson (Attachment # 9.A.1.)

B. CURRENT APPOINTMENTS

FIRE TAX COMMISSIONERS

AUTHORIZATION: N.C.G.S. 69-25.7

MISSION/FUNCTION: To serve in an advisory capacity as representatives of the County Commissioners relative to determining the amount of fire protection needed in their respective districts, assuring that district residents are afforded fire protection commensurate with the amount of fire tax paid, and furnishing said protection.

NUMBER OF MEMBERS:

30

TYPE:

3 per District

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

Must be a qualified voter of the district represented.

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: _____

COMPENSATION: No Yes Specify: _____

Terms due to expire: Tommy Cowen (Twp.1; appointed 2013)
Sammy Lilly (Twp. 1; appointed 2013)
Ronald Pate (Twp. 1; appointed 2013)
James Smith (Twp. 3; appointed 2006)
Howard Spence (Swift Creek; appointed 2011)

Application(s) on file: Terry Gaskins (to replace Howard Spence;
See (Attachment # 9.B.))

Reappointment is requested for all by Howard Spence.

CRAVEN COUNTY COMMUNITY CHILD PROTECTION
TEAM

AUTHORIZATION: NCGS 7B-1406

MISSION/FUNCTION: To respond to child protection needs before a child is harmed by taking action to identify and address gaps or deficiencies in services and resources through the annual report to the County Board of Commissioners, collaboration with community partners, promoting public awareness and advocating for action that addresses the child protection needs of each county.

NUMBER OF MEMBERS:

11-16

TYPE:

DSS Director, DSS staff member, law enforcement officer, attorney from DA's office, executive director of local community action agency, public School superintendent or designee, member of DSS Board, mental health professional, Guardian ad Litem Coordinator, Public Health Director, local health care provider, EMS/firefighter, District Court Judge, Commissioners appointees from other county agencies or community at-large

QUALIFICATIONS: Stated above.

LENGTH OF TERMS: As set by respective agencies, position and Commissioners'

MEETING SCHEDULE: Quarterly; January, April, July, October

Terms ending: Kent Flowers (DSS; appointed 2006; **mandated position**)

EMS (EMERGENCY MEDICAL SERVICES) ADVISORY COUNCIL

AUTHORIZATION: Bylaws

MISSION/FUNCTION: Develops and recommends for approval by the Board of Commissioners standards of care, procedures and actions which will maintain and improve the quality of emergency Medical Services for the residents of Craven County.

NUMBER OF MEMBERS:
28

TYPE:
County Manager (or representative), County Emergency Services Director, Representative from each Craven County Emergency Medical Services Provider, representative from each authorized First Responder Provider, hospital president (or designee), Craven County Medical Director, physician nominated by Craven County Medical Society, representative from Craven County Communications, representative from Craven County Firemen's Association, hospital Emergency Room Supervisor, citizen (non-provider affiliated), Community College Dean of Continuing representative nominated by Craven County Enforcement Association, representative hospital aboard MCAS Cherry Point, ad hoc members (ECCOG EMS Director, OEMS Coordinator, American Red Cross

Education,
Law
from naval

Regional
Director

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

(See above)

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: Bi-monthly

COMPENSATION: No Yes Specify: _____

Term(s) ending: Crystal Davis (Appointed 2011; needs to be replaced)

FIREMEN'S RELIEF FUND BOARD OF TRUSTEES

AUTHORIZATION: NCGS 58-84-30

MISSION/FUNCTION: To safeguard firefighters in active service and dependent members of their families from financial loss resulting from sickness, injury or loss of life suffered while in performance of his or her duties as a firefighter.

NUMBER OF MEMBERS:
5 per department

TYPE:
2 appointed by Board of Commissioners; 2 appointed by the department; 1 appointed by Commissioner of Insurance

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: As necessary

COMPENSATION: No Yes Specify: _____

Term(s) ending: Keith Morris (Twp. 1; appointed 2013)
Dennis Smith (No. 1; appointed 2013)

No Applications on file. (Reappointment is requested for both)

LOCAL EMERGENCY PLANNING COMMITTEE

AUTHORIZATION: Bylaws in accordance with Title III of the Superfund Amendments and Reauthorization Act of 1986 and NC Emergency Response Commission Resolution 13 of April 2004

MISSION/FUNCTION: To perform duties lawfully assigned by the North Carolina Emergency Response Commission, including but not limited to developing a chemical hazard/risk analysis, providing planning assistance and review of all chemically related emergency response and disaster plans upon request, and serving as liaison with local hazardous materials response training programs.

NUMBER OF MEMBERS:

Not Specified

TYPE:

From recommended agencies:

Encee Chemical, Carolina East Medical Center, Weyerhaeuser Company, Health Department, Emergency Services, Cooperative Extension, BSH, City of New Bern Fire and Rescue, Neuse River Foundation, The Sun Journal, Craven Correctional Center, MCAS Cherry Point, American Red Cross, County Commissioner

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

Must possess or have ready access to a wide range of expertise relating to the community, industrial facilities and transportation, and the mechanics of emergency response and response planning.

LENGTH OF TERMS: Not Specified

MEETING SCHEDULE: Quarterly (February, May, August, November)

COMPENSATION: No X Yes Specify: _____

Term(s) ending: Tom Cuthrell (CarolinaEast Medical Center; retiring 2/20/15)

Application on file: Larry Mares (See Attachment # 9.B.1.)

C. UPCOMING APPOINTMENTS

April

- Aging Planning Board: Joanne Celinski (appointed 2013)
- EMS Advisory Board: Richard Crumbacker (appointed 2013)
Jonathon Gaskins (appointed 2011)
Sarah Rakowski (Tarheel; appointed 2011)
- Firemen's Relief Fund: Robert Blalock (Twp. 7; appointed 2011)
Oswald Chance (Twp. 7; appointed 2013)
Milton Everette (#5; appointed 2009)
John Harrell (Tri-Community; appointed 2011)
Donald Heath (Ft. Barnwell; appointed 2011)
John Norris (appointed 2013)
Matthew Spirko (Tri-Community; appointed 2012)
- Fire Tax Commissioners: Craig Arthur (#6; appointed 2007)
Shep Carroll (#7; appointed 2013)
James Cline (Tri-Community; appointed 2013)
Tim Harvey (appointed 2013)
Jackie McKinney (#7; appointed 2013)
- Highway 70 Corridor: Bobby Darden (appointed 2013)
- Zoning Board: John Brazelton (appointed 1999)
Gerald Teel (appointed 1999)
Alvin West (Alternate; appointed 1999)

May

- Eastern Carolina Regional Housing Authority Arlene Clifton (Appointed 2000)
- Fire Tax Commissioner John Hawkins (Twp. 3; appointed 2013)
John Norris, Sr. (Rhems; appointed 2013)
- Nursing Home Advisory Committee Cheryl Stevenson (Appointed 2012)

Agenda Date: March 2, 2015

Presenter: Jim Hicks

Agenda Item No. 10

COUNTY ATTORNEY'S REPORT

OFFER TO PURCHASE REAL PROPERTY – 1422 LINCOLN STREET (#8-013-052).

The County and City have received an offer in the amount of \$4,000.00 for this property, which was acquired through a tax foreclosure. The total taxes and costs that were foreclosed on were \$4,182.41. The current tax value is \$66,730.00. Attachment #10 contains a copy of the offer to purchase, deed, GIS information, and proposed resolution. The City has previously approved the offer.

Should the Board accept this offer, then the property will then be advertised for upset bids in accordance with General Statutes. Once no further upset bids are timely received, the County and City may accept or reject the final offer.

Agenda Date: March 2, 2015

Presenter: Jack Veit

Agenda Item No. 11

COUNTY MANAGER'S REPORT

Agenda Date: March 2, 2015

Presenter: _____

Agenda Item No. 12

COMMISSIONERS' REPORTS