

**THE BOARD OF COMMISSIONERS OF THE COUNTY OF CRAVEN MET IN REGULAR SESSION IN THE COMMISSIONERS' ROOM OF THE CRAVEN COUNTY ADMINISTRATION BUILDING, 406 CRAVEN STREET, NEW BERN, NORTH CAROLINA, ON MONDAY, NOVEMBER 19, 2012. THE MEETING CONVENED AT 8:30 A.M.**

**MEMBERS PRESENT:**

- Chairman Lee Kyle Allen
- Vice Chairman Scott C. Dacey
- Commissioner Thomas F. Mark
- Commissioner Theron L. McCabe
- Commissioner Johnnie Sampson, Jr.
- Commissioner Jefferey S. Taylor
- Commissioner Steve Tyson

**STAFF PRESENT:**

- Jack B. Veit III, County Manager
- Gene Hodges, Assistant County Manager – Operations/Facilities
- Richard F. Hemphill, Assistant County Manager – Finance/Administration
- Gwendolyn M. Bryan, Clerk to the Board
- Jim Hicks, County Attorney
- Aaron Arnette, County Attorney Associate

Following an invocation by Commissioner Sampson and the Pledge of Allegiance, the Chairman called for any corrections to the minutes. There being none, the minutes of October 15, 2012 regular session and October 29, 2012 reconvened session were approved as presented.

**DOT SECONDARY ROAD IMPROVEMENT PROGRAM**

Reed Smith, District Engineer with the N.C. Department of Transportation (DOT), presented the proposed 2012-2013 Secondary Road Improvement Program with Craven County, as required by statute, as follows:

Map No.	SR No.	Local Name	Length	From	To	Proposed Improvements	Estimate Cost
*1	1266	Old Dover Rd	0.50	City Limit	SR 1005	Grade, Drain, Stabilize & Pave	\$270,000.00
2	1476	Wilmar Rd	0.30	US 17		Strengthening	\$ 75,000.00
3	1113	Township #7 Fire Station				Repair Driveway	\$ 5,000.00
		Maintenance Functions – Stabilization, Pipe Replacement & Paved Road Improvement					\$ 80,000.00
		Road Additions, Overdrafts, Countywide Surveys & Contingencies					\$165,000.00

\*Right of Way Existing  
 \*\*Right of Way Acquisition Incomplete

Commissioner Mark moved to approve the program, as presented, seconded by Commissioner McCabe.

Commissioner Taylor inquired if there is any adjustment of the top 10 priorities in consideration of geographic factors affecting efficiency, such as doing nearby projects of lower priority while equipment is already in the area. Mr. Smith responded that some projects lend themselves to such an approach, such as ditching; however, D.O.T. is not able to do so on a broader scale. He asked to be called directly whenever it becomes apparent that overflowing ditches are degrading roads by flooding.

Following discussion, the motion was carried unanimously.

Commissioner Dacey inquired if there are any considerations to be aware of concerning MPO's and their effect on paving priorities. Mr. Smith responded that he has no information and no experience with MPO's.

## NEW BERN MPO PRESENTATION

City of New Bern Director of Development Services, Jeff Ruggieri, presented the proposal for a New Bern Metropolitan Planning Organization (MPO). Jill Stark, Transportation Planner with the Federal Highway Administration, Behshad Norowzi, NC DOT Transportation Planning Supervisor and Ivo Dernev, Rocky Mount MPO Coordinator, who is being transferred to New Bern MPO, were also present to answer questions.

Mr. Ruggieri began by explaining that an MPO is:

- A policy making and planning body required in metropolitan areas of more than 50,000 population;
- A conduit for federal funds, ensuring that the transportation funding is distributed appropriately;
- A long range planning (30-50 years) body, charged with implementation of the plan.

With the 2010 census, the City of New Bern met the threshold of 50,000 plus population, and became mandated to develop a MPO. Currently, three entities, New Bern, Trent Woods and River Bend (with conditions) have committed to participate. The MPO can be hosted by the City, the County or as a stand-alone agency. The program is expected to start in July 2013.

Commissioner Mark inquired what the anticipated effect is on the County's rural areas. Mr. Ruggieri responded that it is unclear. Ms. Stark stated that rural areas will still have participation in the Rural Planning Organization (RPO), but not voting status. The only negative effect foreseen is that with the level of funding remaining static, allocations will likely diminish. CARTS in rural areas could be losing funding, but would be funded from a different source.

Commissioner Taylor inquired what the cost is of the MPO bureaucracy. Mr. Ruggieri stated that funding available is \$167,000 based on the MPO population to do the long range planning and administrative work.

Commissioner Tyson inquired what determines the area. Mr. Ruggieri responded that an area is determined by census according to their definition of "urbanized area", reflecting population clusters, density and trends in growth.

Commissioner Tyson asked if a MPO and RPO working collaboratively in the same area can produce more influence on NC DOT priorities. Mr. Lassiter responded that has been the case in his experience.

Chairman Allen inquired why the proposed MPO boundary stops short of Havelock. Mr. Ruggieri responded that there is an opportunity to discuss participation with Havelock.

Ms. Stark stated that the boundaries shown on the map indicate the area that the census determined must be represented by a MPO; however, when a locality clarifies lines, there is an option to include areas outside the mandated areas.

Commissioner Dacey inquired what would be done to insure River Bend's concerns are answered. Mr. Ruggieri responded that they will be addressed in a Memorandum of Understanding (M.O.U.), as with other participants.

Commissioner Dacey also expressed concern that the leverage of the MPO could diminish the leverage of the RPO. Ms. Stark responded that it will not.

Commissioner Tyson recommended that Planning Director, Don Baumgardner, conduct a work session with the Board of Commissioners to clarify areas of confusion and concern.

The Board was advised that the County will need to make a decision prior to March 26, 2013.

## COMPREHENSIVE ANNUAL FINANCIAL REPORT

The annual audit report for fiscal year ended June 30, 2012 was presented by Lou Cannon of McGladrey LLP, with the following highlights:

**Revenue:**

- Revenue from property tax – 48.6%, Sales tax – 12.8%, intergovernmental – 21.1%, Charges for services – 14.8%, Interest - .02%, other revenue – 2.5%
- Property tax has been stable since 2008
- Sales tax and intergovernmental are up slightly from previous year
- Charges for services remain flat
- Collection percentage is slightly less in FY 2012

**Expense**

- Expenditures have been stable since 2008. County staff have been diligent in keeping costs under control.
- Fund Balance has increased since 2008 and is currently \$29,431,668.

Tax rate and collection comparisons to similar size counties and statewide, were provided, as follows:

	<b>FY 11-12</b>	<b>FY 10-11</b>	
	<b>Craven County</b>	<b>Similar Size</b>	<b>State</b>
Tax Rate	\$ .473	\$ .632	\$ .603
Collection %	97.92%	97.68%	97.19%

Unqualified or clean opinions were rendered on all financial statements and compliance on grants. No material findings were reported.

Commissioner Tyson inquired if the County can get tax rates for similar size counties that revalued in the same year. Mr. Cannon responded that he will get this information from the State Treasurer.

**TAX RELEASES AND REFUND**

Craven County Tax Administrator, Ronnie Antry, presented the following tax releases and one refund for the Board’s approval. Commissioner Mark moved for their approval, as presented, seconded by Commissioner McCabe and unanimously carried in a roll call vote. All but two of the releases are a result of a discovery.

***Credits***

<b>TAXPAYER NAME</b>	<b>TICKET #</b>	<b>AMOUNT</b>
AGRONOMIC LANDSCAPES INC NOT IN BUSINESS 1/1/2012	2012-0090363	\$138.16
CRAWFORD REAL ESTATE OF NEW BE NOT IN BUSINESS 1/1/2012	2012-0090578	\$8.07
DAY, TIM DOUBLE BILLED – SEE ACCT 51414	2012-0090607	\$134.94
LEXMI HOSPITALITY LLC PERSONAL PROPERTY CORRECTION	2012-0090872	\$3,130.60
LOWRIE, DAVID & KATHRYN & BALL DWELLING VACANT SINCE 2008	2012-0035326	\$36.00
PAPANIER, GEORGE T JR BOAT NOT TAXABLE TO CRAVEN COUNTY	2012-0090315	\$1,600.50

SULLIVAN, MATTHEW VALUE ADJUSTED PER BILL OF SALE	2012-0091193	\$191.29
TAYLOR, VAUGHAN & LINDA M INCORRECT SITUS – REBILLING	2012-0056227	\$2,973.43
TAYLORS TEXAS STYLE BBQ LLC PERSONAL PROPERTY CORRECTION	2012-0091221	\$354.42
WHEATLY, JIM NOT IN CRAVEN COUNTY 1/1/2012	2012-0091310	\$1,154.78
	10 – CREDIT MEMO(S)	\$9,722.19

**Refund**

LOWRIE, DAVID & KATHRYN & BALL DWELLING UNOCCUPIED SINCE 2008	2011-0035415	\$36.00
	1 – REFUND (S)	\$36.00

**BUDGET AMENDMENTS**

Assistant County Manager of Finance/Administration, Rick Hemphill, presented the following budget amendments for the Board’s approval. Commissioner Sampson moved for their approval, as presented, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

**DSS 7221 Services**

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-7221-349-22-00	\$4,000.00	101-7221-450-40-00	\$4,000.00
TOTAL	\$4,000.00	TOTAL	\$4,000.00

**Justification:** Additional Family Caregiver funds given from the Division of Aging to be used for Adult Services in Home Program. Funds are 100% reimbursed (no County match required).

**Family Planning**

101-6400-349-12-00 Family Planning-State	\$11,375.00	101-6400-440-32-05 Prescription Drugs	\$11,375.00
TOTAL	\$11,375.00	TOTAL	\$11,375.00

**Justification:** \$11,375 additional state funds has been awarded to provide services to Family Planning TANF patients. Funds will be used to purchase different forms of long acting contraception such as depo-provera, Implanon & Mirena IUD’s.

**Health/Immunization Action Plan**

101-5802-349-61-00 State Revenue	\$8,314.00	101-5802-440-32-08 Medical Supplies	\$1,414.00
		101-5802-440-32-40 Other Supplies	\$2,900.00
		101-5802-440-73-21 C/Outlay \$500-\$4,999	\$4,000.00
TOTAL	\$8,314.00	TOTAL	\$8,314.00

**Justification:** The State has awarded Craven County an additional, one-time non-recurring funding in the amount of \$8,314 which is to be used to help improve the immunization department. Funds must be spent by December 31, 2012. These funds will be used to purchase items such as a refrigerator, fax machine, TV and VDR/DVD combo, wall display racks, charging plug for blood pressure machine, a pulse oximeter. The remaining funds will be used to stock up on immunization supplies.

**SHERIFF’S DEPARTMENT BUDGET AMENDMENTS**

Captain Jesse Pittman presented the following budget amendments. These funds will be supplied from the drug seizure fund which is controlled by the Sheriff. Federal law authorizes use of funds in this manner.

He explained that the Sheriff’s Department was invited to an unbudgeted conference to receive recognition for a successful drug arrest. Six members of the department attended the conference, which was on November 13, including the Sheriff and four narcotics and command officers. Commissioner Sampson moved to approve the budget amendments, as presented, seconded by Commissioner McCabe and carried with six (6) “ayes”, there being one (1) “nay” from Commissioner Dacey.

*Sheriff’s*

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
114-0000-399-01-00 Fund Balance Approp	\$5,000.00	114-2001-410-33-00 Public Safety Misc	\$5,000.00
<b>TOTAL</b>	<b>\$5,000.00</b>	<b>TOTAL</b>	<b>\$5,000.00</b>

**Justification:** To be used by Crimestoppers as pay out monies for information leading to an arrest and conviction in criminal cases.

*Sheriff’s*

114-0000-399-01-00 Fund Balance Approp	\$1,915.00	114-2001-410-32-40 Other Supplies	\$1,915.00
<b>TOTAL</b>	<b>\$1,915.00</b>	<b>TOTAL</b>	<b>\$1,915.00</b>

**Justification:** To cover the purchase of 23 triennium night sights for Sig Sauer handguns. These handguns were purchased 15 years ago and the night sights have diminished to the point of failure.

*Sheriff’s*

114-0000-399-01-00 Fund Balance Approp	\$2,500.00	114-2001-410-25-10 Travel/Training	\$2,500.00
<b>TOTAL</b>	<b>\$2,500.00</b>	<b>TOTAL</b>	<b>\$2,500.00</b>

**Justification:** To cover expenses related to the OCDEFT conference being attended by the Sheriff and Narcotic Agents.

**COMMISSIONERS’ REDISTRICTING MAP 5.A.**

At the last meeting of the Board on November 5, Commissioner Dacey requested that the County Manager direct an adjustment to Redistricting Map Draft #5, affecting the boundary between Districts 3 and 4 on Tram Road. This was presented as Draft #5.A. Commissioner Mark moved to approve Map 5.A., seconded by Commissioner Dacey and carried with five (5) “ayes”, there being two (2) “nays” from Commissioners Sampson and McCabe. The Board will move forward with a public hearing.

## APPOINTMENTS

### *Juvenile Crime Prevention Council*

The Board voted to affirm the appointment of Jan Hood that was made to the Juvenile Crime Prevention Council on November 5. Ms. Hood will be representing the non-profit community.

### *Fire Tax Commissioners*

The Board voted to affirm the appointments of Rodney Russell (Twp. 3) and Otto Simmons (Rhems) that were made to the Fire Tax Commission on November 5.

### *Agricultural Advisory Committee*

Commissioner Taylor nominated Jackie Anderson and Dale Dawson for reappointment to the Agricultural Advisory Committee. There being no additional nominees, both were appointed by acclamation. Commissioner Taylor moved to waive the one meeting waiting requirement, seconded by Commissioner Dacey and unanimously carried.

### *New Bern Board of Adjustment*

It was the consensus of the Board that this appointment be deferred.

### *Fire Tax Commissioner*

Commissioner Mark nominated Trudy Williams for appointment to the Tri-Community Fire Tax Commission to fill the term of Thomas Williams, who is deceased. There being no additional nominees, Ms. Williams was appointed by acclamation. Commissioner Mark moved to waive the one meeting waiting requirement, seconded by Commissioner Taylor and unanimously carried.

### *Upcoming Appointments*

The Board was advised of the following upcoming appointments:

#### **December**

- Health
- New Bern Library
- Commissioners' Appointments

#### **January – None**

#### **February**

- Craven Aging Planning Board
- Firemen's Relief Fund Board
- Fire Tax Commissioners
- Nursing Home Advisory Committee
- Zoning Board of Adjustment

## COUNTY MANAGER'S REPORT

County Manager, Jack Veit, presented a proposal from Keystone Planning Group for a hospice facility feasibility study. The study will use modified demographic data. The proposed cost is \$21,500, including an on-site visit and final report and presentation to the Board of Commissioners.

Reimbursables are not included. Commissioner Mark moved to approve the proposal, seconded by Commissioner McCabe and unanimously carried, with a budget amendment to be placed on the next agenda.

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**COMMISSIONERS' REPORTS**

*Commissioner Mark* wished everyone a Happy Thanksgiving and commented on his attendance at a Veteran's Day activity.

*Commissioner Taylor* wished citizens a Happy Thanksgiving.

*Commissioner Tyson* announced a Wounded Warrior fundraiser being held on December 6 at the New Bern Golf and Country Club.

*Commissioner McCabe* extended Thanksgiving wishes.

*Vice Chairman Dacey* announced a listening session to be held on November 26 from 4:00 p.m.-5:00 p.m. at the River Bend Town Hall and noted that he will be speaking at the Coastal Carolina Taxpayers' Association at 7:00 p.m. November 20.

*Chairman Allen* Thanked County employees for the invitation to Thanksgiving luncheon.

At 11:00 a.m. Commissioner McCabe moved to go into closed session, regarding potential litigation under the authority of attorney/client privilege, seconded by Commissioner Taylor.

At 12:09 p.m. Commissioner Dacey moved to return to regular session, seconded by Commissioner Mark. There was no action taken to report.

At 12:10 p.m. the Board was declared in recess to go to the old jail and view the Emergency Operations Center Project.

At 12:45 p.m. the Board reconvened in regular session.

**EMERGENCY OPERATIONS CENTER PROJECT UPDATE**

Mr. Veit reported on bids that were solicited for renovation work to the old Sheriff's Department/Jail Facility located on Craven Street, based on accomplishing the following four (4) main goals:

1. Expansion and relocation of the 911 Communications Center;
2. Creation of an Emergency Operations Center/County Training Room;
3. Critical Information Technology Relocation and Expansion
4. Relocation of the Emergency Services Department to allow for expansion of the Elections Department.

The price on the re-bid came down approximately \$200,000, but still exceeds the budgeted amount. An additional \$50,000-100,000 can potentially be saved with value engineering and can likely come in under \$1M. The project is for nine months, with expected completion just in time for hurricane season.

Commissioner McCabe moved to accept the low bid of Brydge & Lee and authorize the County Manager to continue negotiating with them, and to have the project set up and brought back to the Board on December 3.

At 12:55 p.m. Commissioner Taylor moved to adjourn, seconded by Commissioner Mark and unanimously carried.

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Chairman Scott C. Dacey  
Craven County Board of Commissioners

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Gwendolyn M. Bryan  
Clerk to the Board