

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, APRIL 15, 2013. THE MEETING CONVENED AT 8:30 A.M.

MEMBERS PRESENT:

- Chairman Scott C. Dacey
- Vice Chairman Thomas F. Mark
- Commissioner Lee Kyle Allen
- 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
- Amber Parker, Human Resources Director
- Jim Hicks, County Attorney
- Aaron Arnette, County Attorney Associate

Following an invocation by Commissioner Taylor and the Pledge of Allegiance, Commissioner McCabe moved to approve the agenda, with Item #5, Harlowe Volunteer Fire Department Request, being moved to Item #1. Chairman Dacey seconded the motion, which carried unanimously. The minutes of April 1 were approved without correction, as presented.

HARLOWE VOLUNTEER FIRE DEPARTMENT REQUEST FOR BUDGET AMENDMENT

Harlowe Volunteer Fire Department Treasurer, John Keeter, presented a request for a budget amendment to fund repairs due to Hurricane Irene damage. The total cost is \$34,200. Carteret County approved \$14,000, leaving a balance of \$20,000 for the department to pay. Chairman Dacey inquired if the department carries insurance. Mr. Keeter responded that he was uncertain about insurance coverage. County Manager, Jack Veit, solicited clarification from EMS Director, Stanley Kite. Commissioner McCabe moved to approve the budget amendment, seconded by Commissioner Allen. Commissioner Taylor made an amendment to the motion to approve the budget amendment contingent upon unavailability of insurance funds after investigation by Mr. Kite and President of the Fire Department, seconded by Commissioner Tyson and unanimously carried in a roll call vote.

Fire Department – Harlowe

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
245-0000-399-01-00	\$20,000.00	245-2900-410-96-80	\$20,000.00
Fund Balance		Special Approp.	
TOTAL	\$20,000.00	TOTAL	\$20,000.00

Justification: Funds for repairs to substation on Adam’s Creek Road.

REQUEST FOR EARTH DAY PROCLAMATION

Linda Stauch submitted a request for adoption of the following Earth Day Proclamation, as the Board has done in previous years. Commissioner Mark moved to adopt the proclamation, seconded by Commissioner McCabe and unanimously carried.

Earth Day Proclamation

WHEREAS, in 1970, the Environmental Protection Agency (EPA) was created with the mission to protect the environment and public health; and in this same year, 20 million people in the United States celebrated the first Earth Day; and

WHEREAS, the idea for Earth Day has evolved into a national day of awareness and education focused on environmental concerns; and

WHEREAS, Earth Day will be observed by other communities throughout the world, providing an opportunity for governments to work together with business, industry, environmental groups, community organizations, and residents for a prosperous and sustainable future; and

WHEREAS, Earth Day celebrations in Craven County will include recognition of and awards to businesses and organizations that practice conservation efforts; and

WHEREAS, Earth Day is an excellent opportunity for all Craven County residents to join the effort to protect the planet by becoming conscious of the challenges facing the local, national, and global environments; and to take great pride in their responsibility for preserving our natural resources, and maintaining the cleanliness and beauty of our environment; and

WHEREAS, Craven County has formed the “Less Means More” Task Force to promote a water conservation initiative.

NOW, THEREFORE, BE IT RESOLVED that the Craven County Board of Commissioners does hereby proclaim April 22, 2013 as **Earth Day in Craven County** and invites all Craven County residents, businesses, civic groups, government agencies, and other organizations to participate in local and regional celebratory and educational activities.

Adopted this 15th day of April, 2013.

WATER TREATMENT PLANT PROJECT UPDATE

Brain Blake of McKim and Creed updated the Board on the water plant project, including FONSI status, project schedule, project budget and funding applications, as follows:

1. The Environmental Assessment document has been approved and Finding of No Significant Impact (FONSI) has been issued.
2. The project is on schedule with 60% of the design documents completed and 90% scheduled by May 31. The contractor pre-qualification will be submitted to the County by May 1.
3. Construction cost is in progress and estimates remain in line with the budget.
4. The Planning/Engineering loan has been approved. The total cost, including land is \$29.6 M; \$23 M construction.

GOVERNOR’S SERVICE AWARDS

Theresa Lee, Craven County Coordinator for the Governor’s Service Awards, presented to the Board the following five recipients for Craven County. Award winners will also be recognized at the New Bern Chamber of Commerce Nonprofit Council meeting on Tuesday, April 16 in honor of National Volunteer Month.

1. Annie Fleming Ocorr, Individual category
2. Alfred Barfield, Lifetime Achievement category
3. Fred Amend, Faith Based category
4. Monarch Health Drive Day Program, Group category
5. Nicoletta Ingianni, Senior category and Medallion Winner. Ms Ingianni will also be recognized at the Governor’s Mansion on April 23 as one of the 20 Medallion winners statewide.

JCPC FUNDING RECOMMENDATIONS

Jennifer Knight, Chair of the Juvenile Crime Prevention Council, provided a brief overview of the program and the presented following funding recommendations:

<u>Needed Programs</u>	<u>Program</u>	<u>Current Funding</u>	<u>Request 13-14</u>	<u>Recommendation</u>
Community Service/Restitution	Juvenile Restitution	\$59,280.00	\$61,669.00	\$61,669.00
Community Day-Structured Day	Area Day Reporting Ctr	\$109,711.00	\$117,273.00	\$117,273.00
Teen Court Services	Teen Court	\$46,250.00	\$55,250.00	\$55,250.00
Parent/Family Skill Building Svcs	Resolve It Together	\$37,365.00	\$0.00	\$0.00
Temporary Shelter Services				
JCPC Administrative Funds		\$1,964.00	\$1,200.00	\$1,200.00
*****Unallocated Funds*****				\$ 19,178.00
Totals		\$254,570.00	\$235,392.00	\$254,570.00

She provided statistics on youth served and their issues and needs. Family engagement and support was identified as a major need.

The Area Day Reporting Center primarily covers short term suspensions up to 10 days, and some long term suspension. Commissioner Allen moved to approve the JCPC Funding application based on the recommended allocation, seconded by Commissioner McCabe and unanimously carried.

DEPARTMENTAL MATTERS: TAX

Tax Releases

Craven County Tax Administrator, Ronnie Antry, presented the following tax releases for the Board’s approval. Commissioner Sampson moved for their approval, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

Credits

TAXPAYER NAME	TICKET #	AMOUNT
BROOKS, DANIEL E FORECLOSURE – LIEN EXTINGUISHED	2012-0006854	\$38.56
MERCHANT, JOHN EUGENE INCORRECT BILLING – TO BE REBILLED	2012-0038843	\$33.63
RHODES, CARROL J FORECLOSURE – LIEN EXTINGUISHED	2012-0047990	\$41.66
RHODES, CARROL J FORECLOSURE – LIEN EXTINGUISHED	2011-0048053	\$50.11
RHODES, CARROL J FORECLOSURE – LIEN EXTINGUISHED	2009-0047232	\$27.39
RHODES, CARROL J FORECLSOURE – LIEN EXTINGUISHED	2010-0043219	\$54.07
RICHARDSON, PAUL JOSEPH DID NOT OWN 1/1/2011	2011-0091851	\$152.74

RICHARDSON, PAUL JOSEPH DID NOT OWN 1/1/2012	2012-0048229	\$132.84
ZIMMERMAN, DONALD DID NOT OWN 1/1/2004	2004-0091597	\$93.75
ZIMMERMAN, DONALD DID NOT OWN 1/1/2005	2005-0059221	\$173.99
10 – CREDIT MEMO (S)		\$798.74

DEPARTMENTAL MATTERS: SHERIFF

EOMP Quarterly Report

Administrative Captain, Jesse Pittman, presented the quarterly EOMP report, with the following statistics:

Daily Average Active Units

January	46 Units
February	48 Units
March	41 Units

Quarterly Average: 45 Units

Revenue

Total Quarterly Revenue: \$13,521
 Collection Rate: 53%
 Increase in Collection Rate Since Last Quarter: 18%

Expenditure

Total Quarterly Expenditure: \$25,489.72

He indicated that the collection rate has increased over the last three quarters.

Commissioner Taylor recommended that quarterly reports going forward provide year to date figures, and yearly figures showing use per inmate/per day and savings from usage. He inquired of any personnel changed in the program. Captain Pittman responded that things are still steady and Joe Alvenese is still working as a volunteer on collections. Costs avoided by not housing EOMP offenders balances the shortfall in operating expense against revenue. The June report will be an annual report to include a PowerPoint analysis of figures.

Budget Amendment

Commissioner Tyson moved to approve the following budget amendment, as presented, seconded by Commissioner Allen and unanimously carried in a roll call vote.

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-2001-336-02-00 Donations/Contributions	\$10,000.00	101-2001-410-33-00 Public Safety Misc.	\$10,000.00
TOTAL	\$10,000.00	TOTAL	\$10,000.00

Justification: This budget amendment is to budget monies under both revenue and expenditure that were donated to the Sheriff's office to be used at the discretion of the Sheriff. The Sheriff is requesting monies be budgeted for expenditure purposes under line item #101-2001-410.33-00 to be used as narcotics buy money.

Vehicle Purchase Discussion

The Board received a proposal from the Sheriff's Department for the purchase of crime lab vehicles. This purchase would be an outside contract, under \$30,000, therefore, the department was not required to go out for bid. County Manager, Jack Veit, stated that it would be a good idea to go out for bid, although not required. Commissioner Taylor inquired if this purchase would affect needed replacements of patrol vehicles due to accidents. Sheriff Monette stated that most of these vehicles have already been addressed, with one exception. The Department only needs one Charger replaced at this time. Captain Pittman, however, acknowledged the need for greater specificity in describing vehicles requested in the budget. Mr. Veit stated that the crime lab vehicles should be marked. Sheriff Monette responded that it may be necessary to use them sometime for surveillance, and that marking the vehicles would compromise their use in such settings. Chairman Dacey encouraged the Sheriff to go out for bids. The Sheriff stated that he would get comparable figures for Finance. The Sheriff and the Board reached consensus that magnetic seals will be placed on the crime lab vehicles, which can be removed when they are deployed for alternative uses.

At 9:55 a.m. the Chairman declared a recess.

At 10:00 a.m. the Board returned to regular session.

DEPARTMENTAL MATTERS: PLANNING*Road Addition Request*

The Planning Department received a request from the NC Department of Transportation to adopt the standard SR2 Road Addition Resolution for an extension of North Castle Drive (SR 1921). The requested addition is 370 feet at the end of the road to be added to the State Maintenance System. Commissioner McCabe moved to approve the standard SR2 Road Addition Resolution, seconded by Commissioner Sampson and unanimously carried.

Subdivisions for Approval

The Planning Department recommended the following subdivisions for approval. Commissioner Mark moved for their approval, as recommended, seconded by Commissioner McCabe and unanimously carried.

Richard L. Laughinghouse & Wife Brenda J. Laughinghouse – Final: The property, owned by Richard L. Laughinghouse & Teryl L. Ipock and surveyed by Gaskins Land Surveying, P.A, is located within Twp. 1, off of Lewis Road (SR 1638), Parcel ID 1-033-034. The subdivision contains 2 lots on 2.88 acres and is proposed to be served by County water and existing City of New Bern sewer.

Fox Meadows Phase 3 A – Final: The property, owned by John D. & Dineen Wright, and surveyed by Robert H. Davis, PLS, is located within Twp. 7, off of Wilcox Road (SR 1110), Parcel ID 7-110-4001. The subdivision contains 1 lot on 0.34 acres and is proposed to be served by County water and existing City of New Bern sewer.

Lynnwood Highlands Ph. 4 – Final: The property, owned by Bill Clark Homes of Greenville, LLC and surveyed by Herbert J. Nobles, Jr. PLS, is located within Twp. 7 off of E. Fisher Ave. (SR 1104), Parcel ID 7-206-007. The subdivision contains 13 lots on 6.98 acres and is proposed to be served by County water and City of New Bern sewer.

Tall Structures Ordinance Discussion

It was the consensus of the Board to defer this matter until the Board's next agenda, to include Chairman Dacey's non-substantive edits.

Commissioners were encouraged to attend a workshop on cell towers on April 24, and Commissioner Mark stated that he would attend.

DEPARTMENTAL MATTERS: FINANCE

Budget Amendment and Project Ordinance Update

Assistant County Manager for Finance/Administration, Rick Hemphill, presented the following budget amendment and ordinance update for the Board’s approval. Commissioner Tyson moved for their approval, seconded by Commissioner Mark and unanimously carried in a roll call vote.

E911

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-0000-399-01-00 Fund Balance	\$13,000.00	101-0567-410-97-69 Transfer to EOC/E911’	\$13,000.00
367-0000-366-01-00 From General Fund	\$13,000.00	367-2503-410-76-01 Construction	\$13,000.00
TOTAL	\$26,000.00	TOTAL	\$26,000.00

Justification: Need to budget additional \$13,000 for a jury pool room at the Courthouse. This is part of the EOC-911 Project renovation of old Jail/Sheriff’s facility.

Ordinance:

**EOC/911 Renovation
Fund 367**

This ordinance is hereby amended in the following amounts for expenditures to the EOC/911 Renovation Project.

Expenditures:

Capital Outlay over \$5,000.00	\$	188,656.00
Architect	\$	92,299.00
Construction	\$	1,054,260.00
Demolition	\$	63,311.00
Contingency	\$	109,045.00
TOTAL	\$	1,507,571.00

The following revenues are hereby amended for the EOC/911 Renovation Project.

Revenue:

From E911 Fund	\$	52,149.00
From Capital Reserve Fund	\$	1,101,477.00
From General Fund	\$	353,945.00
TOTAL	\$	1,507,571.00

This ordinance is hereby approved this 15th day of April, 2013.

DEPARTMENTAL MATTERS: ECONOMIC DEVELOPMENT

Economic Development Request for Deed of Easement at Industrial Park

Assistant County Manager for Operations/Facilities, Gene Hodges, presented a request from Piedmont Natural Gas to be granted an exclusive permanent easement on land owned by Craven County in the industrial park. Craven County retains ownership of a .5 acre parcel on the northern side of the industrial park.

In the middle of this parcel is a sewer lift station owned by the City of New Bern. Located on or near the lift station site is a natural gas regulator station, pipelines, and other equipment owned by Piedmont Natural Gas that provides infrastructure to deliver natural gas to the industrial park and surrounding areas. Piedmont plans to conduct maintenance and make upgrades to this equipment. In their survey and deed research, they discovered that they had never received an easement for this property to access and maintain their equipment. He indicated that the County Attorney has reviewed the proposed easement, and emphasized that this **easement is a permanent, exclusive easement.** Commissioner Tyson recommended inclusion of a reversion clause in the agreement. Commissioner McCabe moved to approve the easement contingent upon addition of the standard reversion clause. Commissioner Sampson seconded the motion, which carried unanimously.

DEPARTMENTAL MATTERS: HEALTH

Budget Amendment

Craven County Health Director, Scott Harrelson, presented the following budget amendment for the Board’s approval. Commissioner Mark moved for its approval, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

Health/Refugee Health

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-6704-348-47-00 State Grant	\$2,000.00	101-6704-440-40-00 Contract Services	\$2,000.00
TOTAL	\$2,000.00	TOTAL	\$2,000.00

Justification: Craven County Health Department was awarded an additional \$2,000 to help pay for telephonic interpretation to Telelanguage for patients who request interpreter and translation services.

APPOINTMENTS

Pending

Craven Pamlico Carteret Regional Library

Commissioner Taylor nominated Ms. Lynn Gonzalez to the newly created fourth seat on the Regional Library Board, and moved to waive the one meeting waiting requirement, seconded by Commissioner Mark and unanimously carried.

EMS (Emergency Medical Services) Advisory Council

Commissioner Mark moved to reappoint Jonathan Gaskins and Sarah Rakowski and appoint Richard Crumbacker to replace Elizateth Melvin and to waive the one meeting waiting requirement. Commissioner Taylor seconded the motion, which carried unanimously.

Fire Tax Commissioners

It was the consensus of the Board that these appointments be deferred.

Firemen’s Relief Fund Board of Trustees

Commissioner Taylor moved to appoint Johnny Norris to replace Clarence Simpson for Rhems and to reappoint Milton Everette for Twp. 5, and to waive the one meeting waiting requirement. Commissioner Mark seconded the motion, which carried unanimously. Commissioner Mark moved to reappoint Donald Heath for Ft. Barnwell and to waive the one meeting waiting requirement, seconded by Commissioner McCabe and unanimously carried.

Nursing Home Advisory Committee

Commissioner Sampson nominated Robin Schaefer for appointment and to waive the one meeting waiting requirement, seconded by Commissioner McCabe and unanimously carried.

Highway 70 Corridor Committee

Commissioner Mark nominated Bobby Darden for appointment to replace Mike Avery and moved to waive the one meeting waiting requirement. Commissioner Taylor seconded the motion, which carried unanimously. Commissioner Mark will serve on the Executive Board.

Down East RPO

Commissioner Mark nominated Chad Braxton for appointment and to waive the one meeting waiting requirement, seconded by Commissioner Sampson and unanimously carried. Appointment of an alternate was deferred until the Board's next meeting.

Current Appointments*Fire Tax Commissioners*

Commissioner Mark nominated James Cline to replace Chip Chagnon, who has resigned, and to waive the one meeting waiting requirement. The motion was seconded by Commissioner Taylor and carried unanimously.

New Bern MPO (TAC)

The Board was advised that appointment to this board must be an elected official and who needs to have part of his district in the MPO. Commissioner Tyson volunteered to serve on the Board. There being no additional nominees, Commissioner Tyson was appointed by acclamation. The first meeting will be held on April 25 at 10:00 a.m.

Upcoming Appointments

The Board was apprised of the following upcoming appointments to boards and committees:

May

- Craven Aging Planning Board
- Nursing Home Advisory Committee
- Zoning Board

June

- Craven Community College
- Eastern Carolina Council
- Social Services Board
- Eastern Carolina Workforce Development Board
- Regional Aging Advisory Committee
- Recreation Advisory Board
- Airport Authority

COUNTY MANAGER'S REPORT

County Manager, Jack Veit, noted the following reminders:

- Cooperative Extension annual reports
- April 25 – NCACC District Meeting
- May 22 – NCACC County Assembly Day

He commended County employee heroes, Mary Harris and Michelle Lynn for their use of the AED at the NC 20 Conference recently held at the Convention Center.

COMMISSIONERS' REPORTS

Commissioner McCabe commented on the ribbon cutting that was held on Pine Cliff Road and thanked staff and DOT representatives who attended. He shared with the Board a resource booklet from the NACo Legislative Conference concerning Financial Firstaid.

Commissioner Sampson commented on how fluctuating gas prices are affecting food prices, diesel fuel and kerosene. He thanked volunteers for their continued service.

Commissioner Allen announced that he will be unavailable to attend the proposed April 25 reconvened session of the Board.

Commissioner Taylor reported on the following:

- His service on April 14 at Religious Community Services
- Attendance at the Havelock Middle School "Connection" program
- He announced that Havelock Early College students have returned from Germany
- He will attend a Board of Education meeting on April 18.
- He has received a good response from municipalities concerning attendance at a proposed reconvened session of the Board on April 25 to receive the results of the RKG study.

Chairman Dacey appointed Commissioner Tyson, Sampson and himself as the sub-committee to study the disposition of 509 Broad Street. He announced a Town Hall meeting at the County Administration Building on April 22 at 11:00 a.m. and also noted changes to his website that will entertain comments from the public.

At 11:05 a.m. Commissioner Taylor moved to recess to reconvene at Cooperative Extension at 12:00 p.m, seconded by Commissioner Mark and unanimously carried, after which the Board will recess to reconvene at 6:00 p.m. on April 25 at the New Bern Riverfront Convention Center.

Chairman Scott. C. Dacey
Craven County Board of Commissioners

Gwendolyn M. Bryan
Clerk to the Board