

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, DECEMBER 16, 2013. THE MEETING CONVENED AT 8:30 A.M.

MEMBERS PRESENT:

Chairman Thomas F. Mark
Vice Chairman Jefferey S. Taylor
Commissioner Lee Kyle Allen
Commissioner Scott C. Dacey
Commissioner Theron L. McCabe
Commissioner Johnnie Sampson, Jr.
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 Mark and the Pledge of Allegiance, it was the consensus of the Board to approve the agenda as presented. Commissioner Taylor moved to approve the minutes of December 2, 2013, seconded by Commissioner Sampson and unanimously carried.

ANNUAL AUDIT REPORT

The annual audit report for fiscal year ended June 30, 2013 was presented by Lou Cannon of McGladrey, LLP. He stated that Craven County received an unmodified or “clean” opinion for all funds and operations.

General Funds:

In summary, property tax constituted 48.6% of the general fund revenues and sales tax was 12.8 percent. Components of revenue sources have been relatively stable over the last five years. Craven County's tax rate is lower than similar size counties and statewide averages. The collection rate is greater than similar size counties and statewide rates.

Expenses:

Approximately 25% of expense goes towards DSS and approximately 25% goes towards education.

Fund Balance

Fund balance is \$30M, which equals 25.85%. Although a lower dollar amount, this percentage rate is slightly more than similar size counties and statewide averages. The average of similar size counties is \$38M; however, this category includes the largest counties, those over 200,000 in population.

DEPARTMENTAL MATTERS: TAX – RELEASES AND REFUNDS

Craven County Tax Administrator, Ronnie Antry, presented the following tax releases and refunds 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
AVERY, HERBERT C CORRECTED APPRAISAL ERROR	2013-0002063	\$76.48
AERY, HERBERT C CORRECTED APPRAISAL ERROR	2013-0002065	\$34.69
AVERY, HERBERT C CORRECTED APPRAISAL ERROR	2013-0002064	\$51.61
BURLESON, JAMES PAUL INCORRECT SITUS CORRECTION	2013-0093947	\$23.33
CHURCH – MOUNT ZION HOLINESS BY DWELLING UNOCCUPIED SINCE 2011	2013-0010298	\$36.00
CHURCH-MOUNT ZION HOLINESS BY DWELLING RAISED IN 2009	2013-0010296	\$36.00
CHURCH-SHABACH AME ZION EXEMPT PER GS 105-278-3	2013-0010316	\$807.43
DUNLAP, JEFFREY S & KELLY B MAPPING ERROR CORRECTION	2011-0016430	\$234.64
DUNLAP, JEFFREY S & KELLY B MAPPING ERROR CORRECTION	2012-0016290	\$215.90
DUNLAP, JEFFREY S & KELLY B MAPPING ERROR CORRECTION	2013-0015824	\$190.95
FRENCH, TRISTRAM CLARK NOT IN BUSINESS 1/1/2013	2013-0019501	\$5.65
FRIES, JOSEPH D DID NOT OWN 1/1/2013	2013-0019531	\$74.62
GASKINS, WILLIAM OTIS III CORRECTED APPRAISAL ERROR	2012-0021199	\$42.32
GASKINS, WILLIAM OTIS III CORRECTED APPRAISAL ERROR	2013-0091941	\$31.27
HALL, NELSON & KAREN RECYCLING FEE BILLED TWICE	2013-0023137	\$36.00
HOFFMAN, CAMILLE CORRECTING APPRAISAL ERROR	2013-0094258	\$378.79
JONES, BRANDON O DWELLING NOT HABITABLE	2013-0029389	\$36.00
KNICKERBOCKER, BRANDON GERALD DID NOT OWN 1/1/2013	2013-0094061	\$18.15
MOTORSPORTS UNLIMITED DID NOT OWN 1/1/2013	2013-0094123	\$211.28

MOTOTSPORTS UNLIMITED DID NOT OWN 1/2008-1/2013	2013-0094283	\$1,407.10
MOZEL LLC FORECLOSURE – LIEN EXTINGUISHED	2011-0041366	\$526.24
MOZEL LLC FORECLOSURE – LIEN EXTINGUISHED	2012-0041265	\$485.45
MOZEL LLC FORECLOSURE – LIEN EXTINGUISHED	2013-0039723	\$430.34
MOZEL LLC FORECLOSURE – LIEN EXTINGUISHED	2010-0037106	\$565.62
RECA LIMITED PARTNERSHIP FORECLOSURE – LIEN EXTINGUISHED	2009-0046820	\$587.51
RIGGS, CHRISTINA D & BOYD, RYA VALUE CORRECTION PER BILL OF SALE	2013-0046397	\$127.71
SHEPLEY, WILLIAM ROBERT LEE MILITARY EXEMPTION	2013-0093387	\$49.50
TIMBERLANDS EAST LLC APPRAISAL ERROR CORRECTION	2013-0054708	\$72.45
TYLER, KEITH DOUBLE BILLED	2013-0094473	\$206.65
	29 – CREDIT MEMO (S)	\$6,999.68

Refunds

CHURCH – MOUNT ZION HOLINESS BY DWELLING UNOCCUPIED SINCE 2011	2012-0010536	\$36.72
CHURCH – MOUNT ZION HOLINESS BY DWELLING RAISED IN 2009	2011-0010620	\$36.72
SCHMITT, ZACHARY R MILITARY EXEMPTION	2011-0050826	\$90.27
SCHMITT, ZACHARY R MILITARY EXEMPTION	2012-0050776	\$55.64
TYLER, KEITH REBILLED MOBILE HOME AS REAL PROPERTY	2013-0094412	\$206.64
	5 – REFUND (S)	\$425.99

DEPARTMENTAL MATTERS: HEALTH – BUDGET AMENDMENT

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

Health/Family Planning

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-6400-349-12-00 State Funds	\$10,186.00	101-6400-440-32-05 Prescription Drugs	\$10,186.00
TOTAL	\$10,186.00	TOTAL	\$10,186.00

Justification: Additional funding in the amount of \$10,186 has been awarded to Craven County Health Department in order to provide Family Planning services for TANF patients in order to prevent out-of-wedlock births. Funds will be used to purchase different forms of long acting contraception such as depo-provera, Implanon & Mirena IUD's.

DEPARTMENTAL MATTERS: WATER – WRITE OFFS

Water Superintendent, Rusty Hayes, asked the Board to approve the following list of write offs for uncollected debts of under \$50.00 for the Craven County Water Department for calendar year 2012/2013. Attempts to collect the unpaid balances will continue. Commissioner Sampson moved to approve the following write offs, as presented, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

Account Number	Last	First	Amount	Date	District
55681-119164	Lewis	Sahwana V	\$22.40	3/1/12	NWC
55837-89754	Hammons	Misty	\$29.66	8/6/12	NWC
56455-89518	Fields	Joyia S	\$20.90	1/17/12	NWC
31221-88612	Campbell	James C	\$42.76	4/24/12	NWC
29115-94620	Hines	Charles L	\$16.50	11/1/12	NWC
50333-124636	Eversoll	Eileen J	\$24.73	10/15/10	NWC
54549-97740	Coyne	Daniel W	\$20.33	6/28/12	NWC
55875-94366	Small	Bryan W	\$20.92	5/1/12	NWC
56017-96326	Annunziata	Samantha E	\$37.20	6/18/12	NWC
56531-96262	Bennett	Erik	\$29.17	12/17/12	NWC
57585-95934	Smith	Calvin G	\$42.08	3/1/12	NWC
58585-95934	Williamson	Mary R	\$3.19	6/6/12	NWC
1355-93188	Little	Krystal	\$20.90	6/18/12	NWC
5977-25362	Hagan	Carl	\$30.77	1/5/12	NWC
7979-24516	Wood	Darrel	\$16.50	5/17/12	NWC
8797-93814	Lofton	Elizabeth Jones	\$33.00	1/24/12	NWC
8887-25042	Griffith	Dale Anthony	\$15.29	5/25/12	NWC
11041-28328	Spicer	Seana	\$20.47	2/21/12	NWC
24041-93476	Paxson	Tiffany S	\$41.72	5/17/12	NWC
35227-27834	Stallings	Jonathan D	\$20.90	12/17/12	NWC
35511-95752	Tetterton	Rufus A	\$30.38	6/18/12	NWC
35601-93698	Bryant	Tiffany	\$14.26	10/18/12	NWC
37357-96596	Rowe	Janie W	\$19.42	9/4/12	NWC
40013-97166	Crum	John J	\$16.50	12/21/12	NWC
44173-95720	Gatlin	Betty M	\$43.18	7/17/12	NWC
44637-93092	Ford	Jeffrey	\$32.86	9/20/12	NWC
44717-101742	Malone	Jimmie Eric	\$30.75	2/15/12	NWC
45049-96452	Smith	Scott D	\$37.40	11/21/12	NWC
45109-107558	Croom	Lynn	\$27.49	8/6/12	NWC
46689-95262	Highland Company		\$48.03	3/1/12	NWC
48523-96342	Bryan	Elanor E	\$12.79	3/15/12	NWC
50891-96886	Feaster	Jennifer D	\$32.47	7/17/12	NWC
52501-28218	Stevens	Jerline M	\$36.93	4/24/12	NWC
53809-101744	Randall	Stephanie A	\$20.90	6/18/12	NWC
54185-97774	Wilson	Brittany L	\$20.90	6/18/12	NWC
54511-116242	Darling	Alicia G	\$26.09	2/15/12	NWC
56375-25752	Majette	Donita R	\$38.29	5/17/12	NWC
56459-93642	Styles	Cynthia T	\$20.90	3/15/12	NWC
57071-95054	Newman	Carl	\$38.34	11/21/12	NWC
57785-107076	Restivo	Joseph M	\$38.68	11/21/12	NWC
57845-101768	McGarrell	Tishma L	\$20.90	4/16/12	NWC

57949-27282	Olmstead	Glen F	\$18.59	4/16/12	NWC
58039-132212	Gray Jr	Reginald L	\$43.63	4/16/12	NWC
59609-27174	Crouell	Christy	\$20.90	12/17/12	NWC
2275-120940	Tyson	Scott Bradley	\$20.90	6/18/12	NWC
4645-7132	Campbell	Allen L	\$46.04	4/16/12	NWC
7515-6182	Drerup	Leroy	\$31.57	7/6/12	NWC
11939-3758	Toler	David Hardy	\$26.00	6/6/12	NWC
19083-1944	Gatlin	Ernest	\$19.90	5/1/12	NWC
19555-4830	Dawson	Annie	\$34.19	10/5/12	NWC
19633-10220	Heath	Ken J	\$20.90	12/17/12	NWC
19865-9982	King	Billy B	\$38.10	8/17/12	NWC
19887-4944	Jenkins	William	\$18.15	1/24/12	NWC
23337-6882	Moore	David	\$49.84	12/21/12	NWC
26717-7800	Paker	Dennis T	\$36.45	8/17/12	NWC
27973-6116	Garris	Margaret & John	\$21.79	7/17/12	NWC
28035-6218	Flowers	Esther	\$34.55	1/8/13	NWC
28203-9054	Morris	Dustin E	\$2.96	10/3/12	NWC
28483-10184	Raynor	Ernestine	\$15.95	1/17/12	NWC
29007-9878	Gurley	Chundra & Derron	\$46.59	11/21/12	NWC
30461-98170	Monnier	Joyce M	\$39.38	11/15/12	NWC
41053-5646	Adams	Amy S	\$6.40	3/1/12	NWC
41887-121204	Fields	Tia N	\$46.28	8/17/12	NWC
43251-3774	Lucier	Henry	\$37.17	10/24/12	NWC
43509-3494	Tedder	Douglas W	\$15.95	11/1/12	NWC
43961-9214	Williams	Lovie O	\$16.50	1/5/12	NWC
44831-106510	Harper	Shanda L	\$20.13	8/17/12	NWC
45641-6106	Daly	Albert	\$22.21	9/20/12	NWC
47065-120688	Garris	Robbie Alan	\$27.12	6/18/12	NWC
50473-131520	Dawson	Daonte R	\$22.41	1/17/12	NWC
50637-98128	Griffith	Keturah S	\$22.23	6/28/12	NWC
50835-3736	Rossi	Carla M	\$29.27	1/24/12	NWC
51099-121236	Ford	Sonya S	\$37.00	10/3/12	NWC
51165-113656	Tucker	Antwain C	\$20.90	3/15/12	NWC
52169-121474	Clark	Tamyia K	\$40.14	9/10/12	NWC
53093-100522	Martin	Iana D	\$16.50	10/18/12	NWC
53111-115016	Prichard	April T	\$15.95	3/1/12	NWC
53167-121064	Rountree	Keith	\$28.27	3/21/12	NWC
53353-111040	White	Jeremiah J	\$47.85	5/17/12	NWC
53735-10164	Gaestal	Siobhan L	\$34.07	2/15/12	NWC
54777-5802	Richards	Angela R	\$15.99	12/17/12	NWC
54997-9438	Jackson	Barbara M	\$15.95	1/3/12	NWC
55175-117476	Roberson	Tantalina Y	\$27.03	6/18/12	NWC
55259-121192	Keys	Tara L	\$26.47	2/1/12	NWC
55355-111038	Hall	Adrienne M	\$38.55	9/20/12	NWC
55557-2030	Sanders	Christopher Lee	\$42.61	2/15/12	NWC
56121-2310	Tyndall	Eddie R	\$25.29	7/17/12	NWC
56519-125206	McCoy	Kelly M	\$41.24	7/17/12	NWC
56607-98378	Wallace	Jessica M	\$9.45	2/1/12	NWC
57057-122350	Edwards	Elks T	\$44.03	1/5/12	NWC
57085-120682	Pollard	Demetrice D	\$19.25	12/17/12	NWC
57109-3254	Robinson Jr	Reuben	\$45.57	10/24/12	NWC
57147-121208	Giroux	Debbie J	\$33.84	4/2/12	NWC
57151-111034	Smith	Jennifer Joyce	\$33.34	9/20/12	NWC
57505-2170	Stevenson	Michael J	\$15.95	5/17/12	NWC
57695-8552	Carlson	Kelly L	\$46.09	9/20/12	NWC
57755-2712	Avery	Loris A	\$15.95	9/10/12	NWC
57773-130394	Gibble	Matthew D	\$15.95	6/28/12	NWC
	Blount	Lillian T	\$20.90	12/17/12	NWC
57895-111036	Gray	Christopher M	\$20.90	4/16/12	NWC
57959-9436	Hellen IV	John B	\$20.90	7/17/12	NWC
58197-102866	McLaughlin	Erin R	\$38.10	12/21/12	NWC
58339-4158	Little	Tonya R	\$3.95	10/3/12	NWC
58363-97682	Merritt	Regan Nicole	\$29.39	12/3/12	NWC
58575-8948	Williams III	Horace L	\$17.93	9/10/12	NWC
58661-98686	Caputo	Tara	\$9.13	12/17/12	NWC
58777-121192	Jordan	Kelly Rex	\$43.91	11/21/12	NWC

58969-2170 Harrell Eleanor A \$37.40 11/21/12 NWC
 \$2,964.64

DEPARTMENTAL MATTERS: PLANNING – TALL STRUCTURES FOR APPROVAL

The Planning Board has recommended the following cell towers for approval.

A. Applicant: American Tower, LLC.

Location: 1005 Aurora Rd. (Ernul)

Project Description: Wireless Communications Facility

Tower Type: 308’ Guyed tower with equipment shelter and generator

Tower Review Assessments:

- Seymour Johnson AFB: No significant impact to their airspace or Military Training Routes
- MCAS Cherry Point: No impact or concerns with the proposal
- Coastal Carolina Airport: No significant impact to the airport operations
- Planning Staff: Tower meets all ordinance requirements for approval

B. Applicant: American Tower, LLC.

Location: 126 Darrell Wood Rd. (Cove City)

Project Description: Wireless Communications Facility

Tower Type: 308’ Guyed tower with equipment shelter and generator

Tower Review Assessments:

- Seymour Johnson AFB: No significant impact to their airspace or Military Training Routes
- MCAS Cherry Point: No impact or concerns with the proposal
- Coastal Carolina Airport: No significant impact to the airport operations
- Planning Staff: Tower meets all ordinance requirements for approval

Commissioner McCabe moved for their approval, seconded by Commissioner Taylor and unanimously carried.

Commissioner Allen moved to authorize staff and representatives to ACT to draft a resolution or letter to the Utilities Commission regarding a proposed wind and solar farm project in Newport.

APPOINTMENTS

Nursing Home Advisory Committee

It was the consensus of the Board to defer this appointment.

Commissioners’ Appointments for 2014

Commissioners’ appointments and reappointments were made to the following boards and committees for the year 2014.

Required Boards:

Tourism Development Authority	(Tyson)
Craven County Health Board	(Allen)
East Carolina Workforce Development Board	(Taylor)
New Bern Craven County Library Board	(Dacey)
Military Civilian Community Council	(Taylor)
Aging Planning Board	(Dacey)
Kellenberger Foundation	(Mark)
Tryon Palace Commission	(Mark)
Juvenile Crime Prevention Council	(Sampson)
Smart Start	(McCabe)
ECCOG	(Tyson)
Down East RPO	(Sampson)

Swiss Bear (Tyson)

Other Boards upon which Commissioners serve:

CRSWMA (Voting Member)	(Mark)
Local Emergency Planning Committee	(McCabe)
Cove City Library Board	(Taylor)
Havelock City Library Board	(McCabe)
Vanceboro Library Board	(Mark)
Highway 70 Corridor Committee	(Mark)
Partners in Education (PIE)	(Taylor)
Craven-Pamlico-Carteret Regional Library	(Dacey)
Highway 17 Association	(Mark)
ACT	(Dacey)

Havelock – Craven County Library Board

It was the consensus of the Board to defer these appointments.

New Bern-Craven County Public Library

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

Upcoming Appointments

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

January – None

February – Farmers Market Board

COUNTY MANAGER'S REPORT

NCER

County Manager, Jack Veit, announced that on December 13 the County received a check from North Carolina Eastern Region reimbursing Craven County's portion of funds in the pool. To date, there is no determination or recommendation from staff concerning joining NC Eastern Alliance.

Work Session

Mr. Veit announced that the work session originally scheduled after the Commissioners' meeting has been cancelled and he hopes to reschedule the work session in January.

Employee Service Recognition

Mr. Veit announced that on Thursday, December 19 at 2:00 p.m., a recognition ceremony for employees with anniversaries in 2013 will be held, beginning with five years of service and upwards in five year increments.

Emergency Operations Center (EOC) Project Update

It is estimated that the EOC facility will be completed in February. Mr. Veit stated that the first phase, the E-911 Center of the EOC has been in operation for about three weeks and the Emergency Services Department is expected to move into the building the first week of January. He announced that the EOC has two additional needs:

1. Updated Fire Alarm System

Approval was requested to purchase from Environcon, the current vendor, as a sole source vendor. The project has a balance that can be used for part of the cost.

Commissioner Sampson moved to approve the purchase from Environcon, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

2. Fire Pump Update

Approve a \$52,512 reduction of original budget and approve Williams Fire Sprinkler as the sole source for purchase of the fire pump. Commissioner Sampson moved to approve, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

Mr. Veit thanked Commissioner Dacey on behalf of staff for his service as Chairman and wished everyone a Merry Christmas and a Happy New Year.

Commissioner Allen requested that the Board direct the drafting of a resolution recognizing the Havelock High School Rams football team for their third consecutive state championship. He moved to adopt a resolution and join the City of Havelock in providing a lunch for the team. There was discussion concerning the County providing funds for the luncheon, as was done the previous year, with several Commissioners expressing reservations. However, it was noted that the 2012 luncheon was paid from the Craven 300th fund in conjunction with the County's 300th anniversary celebration. Commissioner Dacey offered an amendment to have himself and Commissioner Tyson identify private funding for the luncheon. The amendment carried with five (5) "ayes", there being two (2) "nays" from Commissioners McCabe and Sampson. The amended motion to direct staff to draft a resolution and allow Commissioner Dacey and Tyson to seek private funds for a luncheon carried with five (5) "ayes", there being two (2) "nays" from Commissioners McCabe and Sampson.

COMMISSIONERS' REPORTS

Commissioner Dacey inquired on the status of geo coding for the new Commissioners' districts.

Commissioner Allen wished everyone a Merry Christmas.

Commissioner Tyson stated that he is looking forward to next year and hopes that the economy will improve.

Commissioner McCabe announced that he attended the Havelock Ram's Championship football game in Raleigh and stated that it was a very good game. He wished everyone a wonderful Christmas and a prosperous New Year.

Commissioner Sampson commended the Havelock Ram's football team for winning the championship. He also commended the job being done by volunteer fire departments. He stated that gas prices are rising again and stressed the importance of having good health and strength. He stated that the Town Hall meeting in Harlowe was well received. He commented on the celebration of Nelson Mandela's life and announced that he and his wife celebrated their 58th wedding anniversary on December 15.

Commissioner Dacey announced that ACT met on Thursday, December 12 and received an update from Mary Fennell, FRC East. Current work is at a 10% reduction from three to four years ago. Helicopter repairs are decreasing but the facility is beginning to get joint strike fighters in. By summer the space will be maxed out and it may be necessary to seek additional space from the Department of Defense. He announced that on December 23 from 4:00-5:00 p.m. he will hold a Town Hall Meeting in River Bend.

Commissioner Taylor commended the Havelock Ram's football team and pledged financial support for their celebration. He wished a Merry Christmas to staff and citizens and stated that he looks forward to his 4th year on the Board.

Chairman Mark congratulated Havelock on the groundbreaking for their new city hall. He also acknowledged the Volunteer Fire Department's anniversary. He announced that the rescheduled

work session will be held on January 21 and asked the Board to review by-laws to be addressed at that time. He thanked Gayle Allen for the Christmas cookies and Commissioner license tags. He wished a Merry Christmas to staff and constituents. He stated that employees provided the Thanksgiving lunch, not the County.

Commissioner Allen stated that he will also contribute to the Havelock luncheon.

At 9:57 a.m. Commissioner McCabe moved to adjourn, seconded by Commissioner Dacey and unanimously carried.

Chairman Thomas F. Mark
Craven County Board of Commissioners

Gwendolyn M. Bryan
Clerk to the Board