

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 TUESDAY, JANUARY 21, 2014. 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 Dacey and the Pledge of Allegiance, Commissioner Tyson moved to approve the agenda, seconded by Commissioner McCabe and unanimously carried.

Commissioner Sampson moved to approve the minutes of January 6, 2014 regular session, seconded by Commissioner McCabe and unanimously carried.

COASTAL COMMUNITY ACTION COMMUNITY SERVICES BLOCK GRANT REVIEW

The proposed FY 2014-2015 Community Services Block Grant (CSBG) Application for Coastal Community Action was provided to the Board of Commissioners in advance of the meeting for review and comment. Sandi Ruger, Family and Community Partnership Specialist, and Charlotte Neely, Director of Family and Children's Services at Coastal Community Action were present to discuss the Commissioners' questions and comments concerning the grant.

Ms. Neely stated that the CSBG serves Craven, Pamlico, Carteret and Jones counties, with forty percent of families served by the program residing in Craven County. The homeless family rate went from 111 to 57 through grant assistance. She asked if the Commissioners had any questions or comments. Commissioner Tyson inquired about changes in Section 8 funding formulas. Commissioner Allen stated that he has been a member of the Coastal Community Action Board and understands the complexities of the program.

Commissioner Dacey wanted to know how much of the \$13 million budget comes from federal funding. He also commented that since the mission is to reduce poverty, and the programs are presumably designed to combat causes of poverty, such as generational and situational poverty, what programs are there to address these root causes. He stated that the County has no control over the program, but hopes that the program will target efforts toward alleviating single parent family units, which he regards as a major contributor to poverty. Commissioner Sampson stated that he knows what poverty is like because he grew up in poverty. He commended the organization's efforts to help those who can be helped. Commissioner Taylor inquired about the ratio of funding for direct services to administration. Ms. Neely agreed to provide an overall budget to the Board. Chairman Mark stated that he did not see the criteria for the statement that 27% of families have moved out of poverty to self-sufficiency and wondered why not 50%. Commissioner Dacey wanted to understand the agency's definition of self-sufficiency.

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 Taylor moved for their approval, seconded by Commissioner Sampson and unanimously carried in a roll call vote.

Credits

TAXPAYER NAME	TICKET #	AMOUNT
ABLEMAN, THOMAS B MILITARY EXEMPTION	2011-0091816	\$3,828.28
ARNOLD, JAMES PAUL NOT TAXABLE TO CRAVEN COUNTY	2013-0001588	\$83.50
ASHFORD, CHARLES H JR & JANE I APPRAISAL ERROR CORRECTION	2013-0001776	\$2.52
ASHFORD, CHARLES H JR & JANE I APPRAISAL ERROR CORRECTION	2013-0001783	\$359.94
AVERY, HERBERT C RECYCLE FEE DOUBLE LISTED WITH ACCT #0251400	2013-0095409	\$36.00
BUCKL, WERNER A DOUBLE BILLED – SEE ACCT 39722	2013-0095468	\$37.31
CAPONE, ANTHONY J III NOT IN BUSINESS 1/1/2013	2013-0094607	\$36.47
CAROLINA CAB INC NOT IN BUSINESS 1/1/2013	2013-0008918	\$78.90
COASTAL PHYSICAL MEDICINE & DID NOT OWN 1/1/2013	2013-0094643	\$321.76
COOPER, SCOTT A DID NOT OWN 1/1/2013	2013-0090009	\$3.56
COPELAND, NICHOLAS ALLEN & KIM MILITARY ½ VALUE EXEMPTION	2013-0011699	\$23.48
CROWDER, MATTHEW E & STEPHANIE MILITARY EXEMPTION	2013-0012786	\$20.82
CRYSTAL COAST LAWNCARE PLUS IN BUSINESS CLOSED 2010	2011-0090436	\$7.94
CRYSTAL COAST LAWNCARE PLUS IN BUSINESS CLOSED 2010	2012-0090588	\$11.18
CRYSTAL COAST LAWNCARE PLUS IN BUSINESS CLOSED 2010	2013-0094685	\$7.96
DUMMIT, STEVEN BOAT NOT IN CRAVEN COUNTY 1/1/2013	2013-0095471	\$38.35
FIELD, RUSTY & NANCY NOT TAXABLE TO CRAVEN COUNTY	2013-0091806	\$1,223.97
GIBBONS, TIMOTHY W BUS CLOSED 2006	2013-0094808	\$35.70

GORHAM, THOMAS H HEIRS FORECLOSURE – LIEN EXTINGUISHED	2004-0020388	\$504.87
GORHAM, THOMAS H HEIRS FORECLOSURE – LIEN EXTINGUISHED	2005-0021109	\$500.77
GORHAM, THOMAS H HEIRS FORECLOSURE – LIEN EXTINGUISHED	2006-0021323	\$725.13
GORHAM, THOMAS H HEIRS FORECLOSURE – LIEN EXTINGUISHED	2007-0021886	\$468.38
GORHAM, THOMAS H HEIRS FORECLOSURE – LIEN EXTINGUISHED	2008-0022358	\$441.66
GORHAM, THOMAS H HEIRS FORECLOSURE – LIEN EXTINGUISHED	2009-0022421	\$414.94
GORHAM, THOMAS H HEIRS FORECLOSURE – LIEN EXTINGUISHED	2010-0020440	\$481.70
GORHAM, THOMAS H HEIRS FORECLOSURE – LIEN EXTINGUISHED	2011-0022657	\$448.49
GORHAM, THOMAS H HEIRS FORECLOSURE – LIEN EXTINGUISHED	2012-0022487	\$414.22
GORHAM, THOMAS H HEIRS FORECLOSURE – LIEN EXTINGUISHED	2013-0021760	\$370.66
HEATH, VIRGIE PERRY APPRAISAL CORRECTION – LAND SPLIT	2013-0025214	\$48.10
JACKSON, JERRY A VALUE CORRECTION	2013-0028287	\$24.32
JACKSON, JIMMY FORECLOSURE – LIEN EXTINGUISHED	2004-0026537	\$4.47
JACKSON, JIMMY FORECLOSURE – LIEN EXTINGUISHED	2005-0027406	\$95.27
JACKSON, JIMMY FORECLOSURE – LIEN EXTINGUISHED	2006-0027750	\$90.34
JACKSON, JIMMY FORECLOSURE – LIEN EXTINGUISHED	2007-0028537	\$85.42
JACKSON, JIMMY FORECLOSURE – LIEN EXTINGUISHED	2008-0029063	\$80.70
JACKSON, JIMMY FORECLOSURE- LIEN EXTINGUISHED	2009-0029118	\$75.78
JACKSON, JIMMY FORECLOSURE – LIEN EXTINGUISHED	2010-0026551	\$92.13
JACKSON, JIMMY FORECLOSURE – LIEN EXTINGUISHED	2011-0029428	\$85.65

JACKSON, JIMMY FORECLOSURE – LIEN EXTINGUISHED	2012-0029323	\$78.70
JACKSON, JIMMY FORECLOSURE – LIEN EXTINGUISHED	2013-0028294	\$67.82
KASELIS, MICHAEL MILITARY EXEMPTION	2013-0092538	\$88.53
KLEIN, ROBERT E DID NOT OWN 1/1/2013	2013-0092589	\$128.58
MCBRIDE, KEVIN VINSANT DOUBLE BILLED – SEE ACCT 93785	2013-0092775	\$54.83
MOORE, JAMES D JR BOAT NOT IN CRAVEN COUNTY 1/1/13	2013-0092884	\$272.94
OLSON, DAVID M MILITARY EXEMPTION	2012-0043502	\$191.97
OLSON, DAVID M MILITARY EXEMPTION	2013-0094131	\$242.21
OLSON, DAVID M MILITARY EXEMPTION	2013-0094288	\$133.73
PURSER, GARLAND FRANKLIN JR DWELLING UNOCCUPIED SINCE 2011	2013-0044959	\$36.00
SILVER FOX SERVICES INC DOUBLE LISTED W/64994	2013-0049777	\$148.04
TAYLORS TEXAS STYLE BBQ LLC OUT OF BUSINESS 12-2012	2013-0095272	\$56.89
USCOC OF GREAT ER NC LATE LISTING ERROR CORRECTION	2013-0056221	\$59.84
USCOC OF GREATER NC LATE LISTING ERROR CORRECTION	2013-0056224	\$33.32
USCOC OF GREATER NC LATE LISTING ERROR CORRECTION	2013-0056225	\$194.61
USCOC OF GREATER NC LATE LISTING ERROR CORRECTION	2013-0056226	\$109.10
USCOC OF GREATER NC LATE LISTING ERROR CORRECTION	2013-0056229	\$110.28
USCOC OF GREATER NC LATE LISTING ERROR CORRECTION	2013-0056231	\$68.35
USCOC OF GREATER NC LATE LISTING ERROR CORRECTION	2013-0056232	\$101.71
WIGGINS, LILLA DWELLING UNOCCUPIED SINCE 2000	2013-0059734	\$36.00
YORK, LEE FRANKLIN & KATHY DWELLING UNOCCUPIED SINCE 2009	2013-0061722	\$36.00

	59 – CREDIT MEMO (S)	\$13,860.09
<i>Refunds</i>		
CUNNINGHAM, LAOMA K SENIOR EXCLUSION ERROR CORRECTION	2013-0012958	\$668.97
FOSTER, DOROTHY MAE DWELLING UNOCCUPIED SINCE 10/11	2013-0094784	\$36.00
GILBERT, JESSIE H ET AL DWELLING UNOCCUPIED	2013-0021090	\$36.00
JOHNSTON, ROBERT DOUBLE LISTED AND BILLED	2013-0029290	\$49.18
NOVAJOSKY, KENNETH F II & CYNT DWELLING VACANT SINCE 2011	2013-0041510	\$36.00
NOVAJOSKY, KENNETH F II & CYNT DWELLING VACANT SINCE 2011	2012-0043149	\$36.00
SWIFT CREEK PLANTATION LLC APPRAISAL ERROR CORRECTION	2013-0053221	\$455.12
	7 – REFUND (S)	\$1,317.27

Commissioner Taylor asked to receive a total of retroactive reimbursements for military exemptions.

DEPARTMENTAL MATTERS: HUMAN RESOURCES – SALARY RESOLUTION

As authorized by North Carolina General Statute 153A-92, the Craven County Board of Commissioners acted to adjust salaries, allowances and other compensation for the Sheriff position, which will stand for election in 2014. Notice of salary must be given no later than fourteen (14) days before the last day for filing notice of candidacy for the office, which is February 28, 2014. The fourteen (14) day requirement is February 14, 2014. Following the election and after the successful candidate takes office, the Commissioners retain the right to adjust the minimum starting salary upward in accordance with the years of related experience held by the successful candidate.

The County Manager recommended the Board adopt the following resolution presented by Director of Human Resources, Amber Parker. Commissioner Tyson moved to adopt the following salary resolution setting the Sheriff's salary at \$71,890, seconded by Commissioner Dacey and unanimously carried.

RESOLUTION GIVING NOTICE TO ALL CANDIDATES FOR THE SHERIFF POSITION IN CRAVEN COUNTY

The Craven County Board of Commissioners, as authorized by North Carolina General Statute 153A-92, has set the starting salary for the Sheriff position as provided below. This will affect the individual elected to this office, when they take office. All other compensation elements including expense allowances are as set forth in the Craven County Personnel Resolution.

The starting salary for the Sheriff position will be \$71,890 annually.

This Resolution will not be altered or amended until after the person elected as Sheriff in the 2014 election takes office. Thereafter, the Board of Commissioners may adjust the starting salary of the candidate elected considering the years of service and performance in related experience of the person elected.

DEPARTMENTAL MATTERS: RECREATION & PARKS – UPDATE ON SURVEY FOR MASTER PLAN

Recreation and Parks Director, Eddie Games, reported on the progress of updating the recreation master plan. He advised the Board that the first phase of the project will include a statistically base phone survey conducted by ECU to begin around April 1.

Commissioner Tyson asked what the long term plan is for the parcel adjacent to Creekside Park, and what is the greatest demand for recreation usage. Mr. Games stated that it is slated as a storm debris site.

He further stated that currently the greatest recreational demand is for field space, particularly football, and lit space. There is also a demand for lacrosse. Commissioner Dacey inquired if there is any ability to utilize any public school fields. Mr. Games stated that it has been done in the past, but became difficult due to conflict with the schools’ priority needs.

At the suggestion of Commissioner Dacey and the Board’s consensus, Mr. Games was asked to contact public schools to determine if there may be opportunities for collaboration for use of fields to maximize facility use, and what impediments there may be.

County Attorney, Jim Hicks, stated that the legal framework is already in place to do so.

Commissioner Taylor stated that he is feeling pressure from Dover and Cove City for park development and expansion. He asked that a GIS map be compiled showing where park facilities are located throughout the County. Mr. Games stated that such a map is currently on the web page with descriptions of amenities at each site.

DEPARTMENTAL MATTERS: PLANNING – REQUEST TO SET PUBLIC HEARING

Planning Director, Don Baumgardner, requested that the Craven County Board of Commissioners set a public hearing for February 17, 2014 at 8:30 a.m., to receive public comment regarding proposed changes to the Craven County Inspection fee schedule for solar permits.

The Inspection Department currently has a fee for solar panels which is \$400 plus \$5.00 per panel for residential and \$500 minimum fee or \$5.00 per panel whichever is greater for commercial. After reviewing the established fees, the Planning Department determined that the fees may be excessive based on the scope of the inspection involved.

Commissioner Taylor moved to set a public hearing for February 17, 2014 at 8:30 a.m., as requested, seconded by Commissioner Tyson and unanimously carried.

DEPARTMENTAL MATTERS: FINANCE – BUDGET AMENDMENT

Cooperative Extension Director, Tom Glasgow, presented the following budget amendment for the Board’s approval. Commissioner Taylor moved for its approval, seconded by Commissioner Sampson and unanimously carried in a roll call vote.

Craven County Extension

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-4211-336-02-00 Donations	\$100.00	101-4211-420-32-40 EFNEP Expenditures	\$100.00
TOTAL	\$100.00	TOTAL	\$100.00

Justification: Funds donated to be used to purchase hand sanitizer for students of EFNEP programs.

APPOINTMENTS*Nursing Home Advisory Committee*

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

Adult Care Home Advisory Committee

Commissioner Mark moved to appoint Mystré Van Horn to fill an additional seat on the Adult Care Home Advisory Committee. Commissioner Dacey seconded the motion, which carried unanimously.

New Bern-Craven County Public Library

Commissioner Dacey moved to appoint Robert Shields to fill the term of Kyna Herzinger on the New Bern-Craven County Library Board. Commissioner McCabe seconded the motion, which carried unanimously.

Upcoming Appointments

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

February

- Farmers Market Board
- Craven Aging Planning Board
- Regional Aging Advisory Committee

March

- Craven Aging Planning Board
- Fire Tax Commissioner District 5
- Nursing Home Advisory Committee

COUNTY MANAGER'S REPORT

County Manager, Jack Veit, advised the Board of the budget review calendar coming up and requested that the Board check their calendars for any unavailable dates in the second half of May.

Mr. Veit reported on a meeting last week with a broadband internet provider who wishes to lease the infrastructure of the County and Board of Education at the Industrial Park. A meeting was also held with the City of New Bern regarding water infrastructure at the Industrial Park.

He also reported on a recently held Highway 70 Corridor Committee meeting where it was announced that the Havelock project is losing steam because it must undergo the state's new equity formula. He stated that the Slocum Gate flyover is not required to go through the new equity formula. Craven County will host the Highway 70 Corridor Committee in March and any Commissioners who wish to attend on March 20 are invited.

Mr. Veit announced that the Town of Dover unanimously agreed to have Craven County staff to take a look at its water system and determine options to take over the system, which could require up to \$3,000 expenditure utilizing County staff and resources. In a roll call vote, Commissioner Taylor moved to allow County resources to evaluate the Dover water system, determining options available, and to authorize expenditure of up to \$3,000, seconded by Commissioner Dacey and carried with five (5) "ayes", there being two (2) "nays" from Commissioners McCabe and Sampson.

COMMISSIONERS' REPORTS

Commissioner Dacey announced that he, along with Rusty Hayes, Rick Hemphill and Jack Veit recently met with the DENR Assistant Director regarding the water treatment facility. He stated that they did not achieve waivers sought, but were able to devise a plan to reduce setbacks.

He announced a Town Hall Meeting at 4:30 p.m. January 21 in the Commissioners' Conference Room.

Commissioner Sampson commented on rising prices for gas, kerosene, diesel, groceries, and auto tires, while salaries are declining. Citizens are urged to continue to help those in need. He reported on the Martin Luther King Jr. Day parade and program.

Chairman Mark announced that National Flood Insurance Plan deliberations are underway on January 24 from 9:00 a.m. to 4:00 p.m., where a public comment period will be held at Jim Dobbs Hearing Room, Salisbury, 1201 Service Center in Raleigh. For further information contact 2014homeowners@ncdoi.gov

At 10:05 a.m. Commissioner Taylor moved for a ten minute recess, seconded by Commissioner Sampson, to reconvene in work session.

RECONVENED WORK SESSION JANUARY 21, 2014

The Board reconvened at 10:30 a.m. for conducting a work session.

REVIEW OF COMMISSIONERS' BYLAWS

County Attorney, Jim Hicks presented a draft of bylaws amendments based on discussions held with the Chairman, County Manager, Assistant County Manager for Facilities/Operations and Clerk to the Board. Elements included in the consensus reached by the Board were:

- ⤴ Reference to the document as "Rules of Procedure" rather than "Bylaws"
- ⤴ Dispensing with references to Roberts Rules of Order
- ⤴ Advancing the agenda deadline to Mondays
- ⤴ Statement added to be read by the Chairman at the beginning of the meeting
- ⤴ Provision added for remote participation in meetings by a Commissioner
- ⤴ Provision added for roll call votes

The full amended version of this document will be incorporated into the minutes when adopted.

At 12:30 p.m. the Board was declared in recess and reconvened at 12:40 p.m.

ECONOMIC DEVELOPMENT

Assistant County Manager, Gene Hodges, and Economic Development Director, Timothy Downs, discussed with the Board the structure going forward for Craven County's economic development initiative. Economic Development Strategic Plan recommendations are :

- ⤴ to establish a 501(c)(3) entity under which all countywide economic development functions will be administered
- ⤴ that the 501(c)(3) entity offers individuals an opportunity to partner and pool resources and assets into a single voice for countywide economic development efforts
- ⤴ that the new Economic Development Organization's (EDO) structure be made as collaborative as possible
- ⤴ that local industry leadership be activated as direct partners in building and participating in the EDO
- ⤴ that the EDO must partner with local governments, but should be organized in such a way as to be less influenced by politics

The new EDO, Craven 100 Alliance, would consist of a public sector, comprised of representatives of the Craven County Board of Commissioners, City of New Bern, City of Havelock and other municipalities, and a private sector comprised of Committee of 100 members and representatives of the manufacturing industry, entrepreneurs, utilities, realtors and

developers, and the banking industry. The proposal outlined the separation of assets between the public and private sectors, the make up of the Board of Directors, meeting schedule and working relationship with the Craven County Economic Developer. The Craven County Department of Economic Development will remain under the budget and Human Resources administration of the County, with the Economic Developer reporting directly to the County Manager.

The present annual cost of the Economic Development Department is \$170,000. Going forward the County has \$1.5 available that was refunded from North Carolina Eastern Region. Other funding would be expected from the municipalities and the private sector.

The next step will be to approach the municipalities with the concept. The Committee of 100 Alliance will be responsible for raising private funding for economic development.

Commissioner Taylor moved to establish an exploratory committee to move this initiative forward, and appoint the following members, who have been a part of the process since the beginning: Jack Veit, Gene Hodges, Timothy Downs, Commissioner Taylor and Commissioner Tyson. Commissioner Dacey seconded the motion, which was carried unanimously.

INTERLOCAL AGREEMENT FOR JOINT ECONOMIC DEVELOPMENT SUPPORT WITH CAROLINA EAST

County Manager, Jack Veit, introduced an inter-local agreement which will provide for the military component of the economic development plan. Commissioner Dacey moved for adoption of the Inter-local Agreement for Joint Economic Development Support with CarolinaEast, seconded by Commissioner Taylor and unanimously carried.

At 1:24 p.m. Commissioner Tyson moved to adjourn, seconded by Commissioner Taylor and unanimously carried.

Chairman Thomas F. Mark
Craven County Board of Commissioners

Gwendolyn M. Bryan
Clerk to the Board