

AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, MARCH 7, 2011
7:00 P.M.

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVE MINUTES OF FEBRUARY 21, 2011 REGULAR SESSION

1. PUBLIC HEARING FOR CARTS COMMUNITY TRANSPORTATION
PROGAM: Phyllis Toler, CARTS Director
2. PUBLIC HEARING RELATIVE TO APPLICATION BY CRAVEN COUNTY
FOR FY 2011 FUNDING UNDER THE HOUSING AND COMMUNITY
DEVELOPMENT ACT OF 1974, AS AMENDED: Don Baumgardner,
Planning Director
3. PUBLIC HEARING REALTIVE TO APPLICATION BY CRAVEN COUNTY
FOR FUNDING UNDER THE HOUSING AND COMMUNITY
DEVELOPMENT ACT OF 1974, AS AMENDED (WILLIS LANDING
ROAD): Don Baumgardner
4. PETITIONS OF CITIZENS
 - A. Hal James
 - B. Tyker Gonzalez
 - C. James Moore/Charlie Powers
 - D. Zack Taylor
5. COMMUNITY SERVICES BLOCK GRANT: Charlotte Neely, Family
Development Services Director, Coastal Community Action
6. EASTERN CAROLINA BEHAVIORAL HEALTH MONITORING REPORT:
Roy Wilson, Executive Director, Joy Futrell, Finance Officer
7. HIGHWAY 17 ASSOCIATION UPDATE AND FUTURE PLANS:
Marc Finlayson, Executive Director

8. VOLUNTEER FIRE DEPARTMENT GRANT REQUESTS
FOR DEPARTMENT OF INSURANCE GRANT MATCH:
Stanley Kite, Emergency Services Director
9. TAX RELEASES AND REFUNDS: Ronnie Antry, Tax Administrator
10. PLANNING DEPARTMENT MATTERS: Don Baumgardner
 - A. Road Addition Request
 - B. Bid Awards for FY 08 CDBG James City Revitalization Project
(public works)
 - C. Subdivisions for Approval
11. BUDGET AMENDMENTS: Rick Hemphill, Finance Director
12. MILITARY FAMILY OF THE QUARTER RESOLUTION
13. APPOINTMENTS
 - A. Craven Aging Planning Board
 - B. New Bern Planning Board – ETJ
 - C. Fire Tax Commissioners
 - D. Firemen’s Relief Fund Board of Trustees
14. COUNTY ATTORNEY’S REPORT: Jim Hicks
15. COUNTY MANAGER’S REPORT: Harold Blizzard
16. COMMISSIONERS’ REPORTS

Agenda Date: March 7, 2011
Presenter: Phyllis Toler
Agenda Item No. 1
Board Action Required: Yes

PUBLIC HEARING FOR CARTS COMMUNITY TRANSPORTATION PROGRAM

The Board will need to go into public hearing, as advertised, to receive comments from the public, as required, for the FY 2012 Community Transportation Program Grant. Attachment #1 contains a memorandum from Ms. Toler with an explanation of the application.

Board Action: Following the public hearing, the Board will be requested to approve the grant application.

Agenda Date: March 7, 2011
Presenter: Don Baumgardner
Agenda Item No. 2
Board Action Required: No

**PUBLIC HEARING RELATIVE TO APPLICATION BY CRAVEN COUNTY FOR
FY 2011 FUNDING UNDER THE HOUSING AND COMMUNITY
DEVELOPMENT ACT OF 1974, AS AMENDED**

The Board will need to go into public hearing, as advertised (Attachment #2), on March 7, 2011, at 7:00 p.m., or as soon thereafter as the agenda will allow, in the Commissioners Meeting Room at the Craven County Administration Building, New Bern, North Carolina, relative to the intention of the County to apply for FY2011 CDBG funding under Title I of the Housing and Community Development Act.

The purpose of the public hearing is to obtain the views and proposals of the citizens of Craven County with regard to the determination of priorities for the community development and housing needs of the county. Activities that are allowable include the following; housing improvements, water improvements, sewer improvements, street and drainage improvements, clearance of dilapidated structures, small and large business infrastructure improvements and any economic activities that create jobs.

Board Action: None

Agenda Date: March 7, 2011
Presenter: Don Baumgardner
Agenda Item No. 3
Board Action Required: Yes

PUBLIC HEARING RELATIVE TO APPLICATION BY CRAVEN COUNTY FOR FUNDING UNDER THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974, AS AMENDED (WILLIS LANDING ROAD)

The Board will need to go into public hearing, as advertised (Attachment #3), on March 7, 2011, at 7:00 p.m., or as soon thereafter as the agenda will allow, in the Commissioners Meeting Room at the Craven County Administration Building, New Bern, North Carolina, relative to the intention of the county to apply for CDBG Contingency funding under Title I of the Housing and Community Development Act.

Craven County intends to submit an application for a grant of approximately \$43,500 in CDBG Contingency funds to undertake street improvements in the Willis Landing Road neighborhood, located off of SR 1436 in Craven County.

The following is a tentative list of proposed activities and an estimated budget. No County funds would be required.

1.	CDBG Street Improvements	\$ 33,500
2.	NCDOT Street Improvements	\$ 66,000
3.	CDBG Planning and Administration	<u>\$ 10,000</u>
	Total Project Cost	\$109,500

Board Action: Request the Board to grant authorization for the Chairman to sign the official grant application that will be sent to the Division of Community Assistance by March 31, 2011.

Agenda Date: March 7, 2011
Presenters: James, Gonzalez, Moore, Powers,
Taylor
Agenda Item No. 4
Board Action Required: No

PETITIONS OF CITIZENS

A. HAL JAMES

Mr. James will address the Board concerning transparency in county government and public access.

B. TYKER GONZALES

Ms. Gonzalez will speak about farmland taxes.

C. JAMES MOORE/CHARLIE POWERS

Mr. Moore and Mr. Powers would like to address concerns about dogs in their neighborhood.

D. ZACK TAYLOR

Mr. Taylor wishes to speak about tax valuation.

Board Action: Receive Information

Agenda Date: March 7, 2011
Presenter: Charlotte Neely
Agenda Item No. 5
Board Action: No

COMMUNITY SERVICES BLOCK GRANT

Ms. Neely will present an executive summary for the FY 2011-2012 Community Services Block Grant which appears as Attachment #5. The grant requires that the Commissioners have had an opportunity to review and comment on the grant proposal, although it does not require any action by the Board.

Board Action: None

Agenda Date: March 7, 2011
Presenters: Roy Wilson, Joy Futrell
Agenda Item No. 6
Board Action Required: No

EASTERN CAROLINA BEHAVIORAL HEALTH MONITORING REPORT

Mr. Wilson and Ms. Futrell will present the required ECBH Quarterly Fiscal Monitoring report, which appears as Attachment #6.

Board Action: Receive information

Agenda Date: March 7, 2011
Presenter: Marc Finlayson
Agenda Item No. 7
Board Action Required: No

HIGHWAY 17 ASSOCIATION UPDATE AND FUTURE PLANS

Mr. Finlayson will bring updates on the progress with Highway 17, and the State's plans. Attachment #7 contains the year-end progress report.

Board Action: Receive Information

Agenda Date: March 7, 2011
Presenter: Stanley Kite
Agenda Item No. 8
Board Action Required: Yes

**FT. BARNWELL VOLUNTEER FIRE DEPARTMENT GRANT REQUESTS FOR
DEPARTMENT OF INSURANCE GRANT MATCH**

The deadline for submitting applications to the N.C. Department of Insurance for the next round of fire department grants was March 1, 2011. Attachment #8 is memorandum which lists departments in Craven County that made application for the grant, the equipment they wish to purchase, and the grant match they are requesting from the County.

Board Action: Consider grant matches

Agenda Date: March 7, 2011
Presenter: Ronnie Antry
Agenda Item No. 9
Board Action Required: Yes

TAX RELEASES AND REFUNDS

Craven County Tax Administrator, Ronnie Antry, will present the routine requests for tax releases and refunds contained in Attachment #9 for the Board's approval.

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

Agenda Date: March 7, 2011
Presenter: Don Baumgardner
Agenda Item No. 10
Board Action Required: Yes

PLANNING DEPARTMENT MATTERS

A. ROAD ADDITION REQUEST

Attachment #10.A. contains a resolution from the developers of Stately Pines Subdivision with a request that the Board of Commissioners approve the resolution, which petitions their subdivision roads 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: Consider adoption of Road Addition Resolution

B. BID AWARDS FOR FY 08 CDBG JAMES CITY REVITALIZATION PROJECT (Public Works)

Attachment #10.B. contains the tabulation of the sealed bids for the proposed water, streets, and drainage improvements included in the County's FY08 CDBG James City Revitalization project, which were opened at 10:00 AM on February 24, 2011, at the County Planning Department offices. Five bids were opened and tabulated by Appian Engineers, P.A. The attached bid tabulation has been certified. The low bid exceeds the CDBG funds available for public works activities in James City by approximately \$40,000. This is due to the fact that John and Kennedy Streets are to be dedicated to NCDOT upon completion of the project and NCDOT requested a number of design amenities not included in the original Preliminary Engineering Report submitted with the project application.

It is recommended that the Board award the construction contract to the low bidder, James L. Cayton Utilities, Inc., contingent upon either:

- 1) Staff authorized to reduce the scope of work through negotiation with the lowest bidder by \$40,000 or;
- 2) NCDOT participation in the project to reduce the CDBG share of the project by approximately \$40,000. (DOT has indicated previously a willingness to help fund these road additions.)

The County staff and engineer have initiated discussions with NCDOT concerning their participation and the planning staff will keep the Board informed about the cost of the actual contract executed by Cayton Utilities and reassurances that funds are available to complete all proposed project activities.

Board Action: Consider award of Public Works Contract to Cayton Utilities as the lowest bidder with contingencies as specified.

C. SUBDIVISIONS FOR APPROVAL

On February 24, 2011 the Craven County Planning Board recommended the following subdivisions for approval by the Craven County Board of Commissioners.

Edward F. Bacon, III & Jacqueline S. Bacon Subdivision – Final

- Property owned by Edward Flynt Bacon, III & Jacqueline S. Bacon and surveyed by Chet Suitt, PLS of Suitt & Associates
- Property is located within TWP 6, off of SR 1105 (Lewis Farm Road)
- Subdivision contains 1 lot on 1.06 acres
- Lots proposed to be served by existing septic system and well water

Tara Estates – Final

- Property owned by Cassie Whitford and surveyed by Kirby Braxton, PLS
- Property is located within Twp 1, off of SR 1448 (Bear Hole Road)
- Subdivision contains 1 lot on 20 acres
- Lots proposed to be served by an individual septic system and community water
- Proposed road names are Tara Drive and Scarlett Dr. both private ROW's

Lake Hazel Estates –Final

- Property owned by K&J Developers, Corp. and surveyed by Atlantic Survey and Design, PA
- Property is located within Twp 2, off of Two Lakes Trail
- Subdivision contains 4 lots on 7.46 acres of land
- Lots proposed to be served by individual septic systems and community water

Nelson and Karen Hall – Final

- Property owned by Nelson and Karen Hall and surveyed by James C Simmons, Jr. PLS of James C. Simmons and Associates
- Property is located within Twp 7, off of SR 1113 (Old Cherry Point Rd)
- Subdivision contains 1 lot on .94 acres of land
- lots proposed to be served by existing City of New Bern Sewer and community water

Board Action: A vote to approve subdivisions

Agenda Date: March 7, 2011
Presenter: Rick Hemphill
Agenda Item No. 11
Board Action Required: Yes

BUDGET AMENDMENTS

Finance Director, Rick Hemphill, will present the following budget amendments for the Board's approval.

Amendments: General/Pass through – The NC Dept of Juvenile Justice and Delinquency Prevention has granted an additional \$ 25,000 award for a second year of project 'Youth/Parent Life Skills'. This is a community-based youth gang prevention program. Only need to budget \$ 21,583 as \$ 3,417 was remaining in the budget from year 1 of the program.

Health/Dental – Originally budgeted to receive \$4,500 from Medicaid maximization for FY 2011. It is anticipated that the health dept will receive \$20,000 from this revenue source. Need to budget \$12,000 at this time to cover anticipated supplies and moving expenses (of trailer) for remainder of year.

Health/Family Planning – State awarded additional funding of \$ 1,450 to provide services for Family Planning patients. Funds will be used to purchase birth control pills and must be spent by May 31, 2011.

CARTS/Transportation – Rural Operating Assistance Program (ROAP) funding more than projected for FY 2011. Need to budget \$144,647 increase in revenues and expenditures for Craven, Jones and Pamlico counties. Also need to budget additional \$ 35,055 for Jones and Pamlico EDTAP (Elderly and Disabled Transportation Assistance Program) funding.

DSS Mandated Public Assistance – Additional funding of \$ 9,000 received from Progress Energy - Energy Neighbor Fund. Funding is 100% State requiring no County match.

Seized Property – Budget \$ 2,500 from Seized Property fund balance to purchase three handguns for the narcotic unit.

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

Agenda Date: March 7, 2011
Presenter: _____
Agenda Item No. 12
Board Action Required: Yes

MILITARY FAMILY OF THE QUARTER

The Board received a request to adopt a resolution, contained in Attachment #12, recognizing the family of Shayne T. Bunn as Military Family of the Quarter. The Board is also requested to designate a representative to present the resolution at the recognition luncheon on Thursday, March 10 at 12:00 noon at the New Bern Golf and Country Club.

Board Action: Adopt resolution and designate attendee

APPOINTMENTS

A. CRAVEN AGING PLANNING BOARD

At its last meeting, the Board deferred an appointment of a member from the Havelock/Harlowe area.

B. NEW BERN PLANNING BOARD - ETJ

The Board considered an appointment from New Bern's ETJ at the last meeting. The appointment was deferred.

C. FIRE TAX COMMISSIONERS

At the February 7 meeting, the Board made appointments and reappointments to expiring terms of Fire Tax Commissioners. Reappointments were contingent upon the willingness of some current members to continue serving. In addition, the Board was advised on February 21 that the term of Harry Mercer would expire in March. The Emergency Services staff has surveyed the members, and the results are attached (Attachment #13.C.). Most members who were reappointed confirmed that they will continue (Kenneth Dunn, Clarence Edwards, Larry Paul, William Stilley, Joseph Wetherington, Reuben Hart, Alton Riggs, James Jackson, Milton McCoy, Grover Lancaster, Curtis Morris, Mike Lucas, Steve Redd, Casessell Martin, Roy McCabe, William Matthews, James Smith, Bobby McLawhorn and Clarence Simpson). The two exceptions were Luther Gaskins and Harry Mercer. The attachment indicates recommended appointees to be considered for these two positions.

D. FIREMEN'S RELIEF FUND BOARD OF TRUSTEES

At the February 7 meeting, Firemen's Relief Fund Trustee terms were considered, and the same process was followed. Survey results appear as Attachment #13.D. The following members have accepted reappointment: George Brown, Raymond White, Joey Haddock, Theron McCabe, Ralph Roeland, Richard Peterson, Johnny Midgett, Graham Williams, Doug Whitford, W.O. Gaskins, Jr., Warren Richardson, Clarence Simpson and Duward White. The exceptions were James Johnson, John McCollum, Harvey Phillips and Arthur Thompson. Recommendations for their replacement are noted on the attachment.

Board Action: The Board will need to make all necessary appointments.

Agenda Date: March 7, 2011
Presenter: Jim Hicks
Agenda Item No. 14

COUNTY ATTORNEY'S REPORT

Agenda Date: March 7, 2011
Presenter: Harold Blizzard
Agenda Item No. 15
Board Action Required: Yes

COUNTY MANAGER'S REPORT – 911 COMMUNICATIONS CENTER

Craven County, Havelock, and New Bern have operated independent 911 communication centers for many years. Realizing three communication centers were a duplication of service and expenditures, some attempts were made to combine two or more of these services, but various factors somehow killed plans early in the process. Recently we were advised that the North Carolina 911 Board is considering establishing new standards for operating 911 communication centers which will dramatically affect cities and counties across the state. The new standards currently under consideration will require significantly increased funding for most 911 centers in order for additional staff, training, and equipment. Also, it is expected that all 911 communication centers will be required to provide Emergency Medical Dispatch services which will demand even more resources. Consequently, staff has taken this opportunity to have discussions with staff at Havelock and New Bern about ways to reduce our cost exposure in anticipation of these new mandates. One solution would seem to be consolidation of the three services into one, but specifics on how this might work will require a good deal of planning and negotiating. The Board is being advised of these meetings being held at the staff level in an effort to gain its support to advance further discussions so that ultimately each governing body can make informed decisions for moving forward.

Board Action: Receive information

Agenda Date: March 7, 2011

Presenter: _____

Agenda Item No. 16

COMMISSIONERS' REPORTS