

**AGENDA  
CRAVEN COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
MONDAY, MAY 16, 2011  
8:30 A.M.**

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVE MINUTES OF MAY 2, 2011 REGULAR SESSION

1. RESOLUTION HONORING THE LIFE OF FRANK EVANS
2. PROCLAMATION RECOGNIZING THE SERVICE OF BOBBIE HEWLETTE
3. GOVERNOR'S 2011 VOLUNTEER SERVICE AWARDS: Tharesa Lee, Governor's Service Award Coordinator for Craven County
4. CRIMINAL JUSTICE ADVISORY BOARD PRESENTATION: Arlene Phillips, Chairman
5. TAX RELEASES AND REFUNDS: Ronnie Antry, Tax Administrator
6. REQUEST OF THE TOWN OF DOVER: Stanley Kite, Emergency Services Director
7. HEALTH DEPARTMENT MATTERS: Scott Harrelson, Health Director
  - A. Request for Approval of Fee Adjustments
  - B. Request to Sunset County's Tattoo Ordinance
8. PRESENTATION OF BIDS FOR CONGREGATE AND HOME DELIVERED MEALS PROGRAM: Kent Flowers, DSS Director
9. BOARD OF EDUCATION REQUEST: Larry Moser, Superintendent and David Clifton, Assistant Superintendent for Business, Financial and Auxiliary Service

10. PLANNING DEPARTMENT MATTERS: Don Baumgardner, Planning Director
  - A. Request to Set Public Hearing for 2011 CDBG Utility Re-location Project
  - B. Request to Set Public Hearing for FY09 CDBG Scattered Site Closeout
  - C. NCDOT Request for Addition to State Maintained Secondary Road System – N. Mitchell Way and Windtide Lane
  - D. NCDOT Request for Addition to State Maintained Secondary Road System – Maple Farm Lane
  - E. Subdivisions for Approval
  
11. COOPERATIVE EXTENSION MATTERS: Tom Glasgow, Cooperative Extension Director
  - A. Annual Report
  - B. NC Expanded Food and Nutrition Program
  
12. BUDGET AMENDMENTS: Rick Hemphill, Finance Director
  
13. APPOINTMENTS
  - A. Current New Appointments
    1. Local Emergency Planning Committee
    2. Havelock Library Board
  - B. Current Deferred Appointments
    1. Criminal Justice Advisory Board
    2. Carolina East Medical Center
  - C. Upcoming Appointments – June
    1. Workforce Development Board
    2. Havelock Planning Board
    3. Havelock Board of Adjustment
    4. Craven Community College
    5. Coastal Carolina Regional Airport
    6. ABC Board
  
14. COUNTY ATTORNEY'S REPORT: Jim Hicks
  
15. COUNTY MANAGER'S REPORT: Harold Blizzard
  
16. COMMISSIONERS' REPORTS

Agenda Date: May 16, 2011  
Presenter: \_\_\_\_\_  
Agenda Item No. 1  
Board Action Required: Yes

### **RESOLUTION HONORING THE LIFE OF FRANK EVANS**

The Board requested that a resolution be drafted to honor the life of former Commissioner, Frank Evans, and to invite the family to receive it. The resolution is included as Attachment #1.

**Board Action: Consider adoption of resolution and presentation to family members.**

Agenda Date: May 16, 2011  
Presenter: \_\_\_\_\_  
Agenda Item No. 2  
Board Action Required: Yes

**PROCLAMATION RECONIZING THE SERVICE OF BOBBIE HEWLETTE**

The proclamation contained in Attachment #2 was requested by the Religious Community Services Board to recognize the service of retiring Director, Bobbie Hewlette.

**Board Action: Consider adoption of proclamation**

Agenda Date: May 16, 2011  
Presenter: Tharesa Lee  
Agenda Item No. 3  
Board Action Required: No

## **GOVERNOR'S 2011 VOLUNTEER SERVICE AWARDS**

The North Carolina Commission on Volunteerism and Community Service has presented the 2011 Governor's Award for Volunteer Service to 5 recipients from Craven County.

The Governor's Volunteer Service Award was first given in 1979. This year marks the 32nd consecutive year of the award that honors people who have shown concern and compassion for their neighbors by making a significant contribution to their community through volunteer service. The Craven County recipients are:

1. Craven County Partners in Education
2. New Bern Police Department Citizen Volunteers
3. Logan Nicole Beyer- Arendell Parrott Academy
4. New Bern's 300<sup>th</sup> Anniversary Celebration Volunteers
5. Rhems Volunteer Fire and Rescue Squad

Craven County Coordinator for the Volunteer Service Award, Tharesa Lee, will present the recipients.

**Board Action: None**

Agenda Date: May 16, 2011  
Presenter: Arlene Phillips  
Agenda Item No. 4  
Board Action Required: No

### **CRIMINAL JUSTICE ADVISORY BOARD PRESENTATION**

The Board has requested that the Chairman of the Criminal Justice Advisory Board be invited to provide an overview of the Board and entertain questions concerning the Board's functions and structure.

**Board Action: Receive information**

Agenda Date: May 16, 2011  
Presenter: Ronnie Antry  
Agenda Item No. 5  
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 #5 for the Board's approval.

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

Agenda Date: May 16, 2011  
Presenter: Stanley Kite  
Agenda Item No. 6  
Board Action Required: Yes

## REQUEST OF THE TOWN OF DOVER

EMS Director, Stanley Kite, has been included in discussions with the Dover Town Board, Dover Fire Chief and Attorney, Jim Hicks, concerning the transition of the Town of Dover Fire Department changing the status from a municipal department to a private non profit fire department. Attachment # 6.1 contains a resolution from the Town of Dover that was adopted at their May 3, 2011 meeting.

The resolution is addressing many issues with this transaction with the following to be considered and approved by Craven County.

- 1- The Town of Dover is authorizing Craven County to add the area of the Town of Dover to the Township 3 Fire Tax District and collect the fire tax within the municipality at the same rate of the district outside the Town of Dover.
- 2- The Town of Dover desires to cease providing fire protection to the Dover Fire District including the area within the Town of Dover limits and would like Craven County to provide fire protection within the Town of Dover the same as it would the areas outside the Town of Dover.

The Board is being asked to consider this resolution and adopt a similar resolution (Attachment #6) in accordance with G.S. 69.25 11 (5) providing that the County would collect the fire tax and provide fire protection to the Town of Dover the same as it will that portion of the current Dover Fire District outside the Town of Dover

**Board Action: Consider request**

Agenda Date: May 16, 2011  
Presenter: Scott Harrelson  
Agenda Item No. 7  
Board Action Required: Yes

## HEALTH DEPARTMENT MATTERS

### A. REQUEST FOR APPROVAL OF FEE ADJUSTMENTS

At its meeting of May 9, 2011, the Board of Health recommended the attached schedule of adjustments to our fees in the clinics (See Attachment #7.A.). It is required that charges be equal to or greater than the rates paid by Medicaid and Medicare in order to receive full reimbursement for services. The attachment shows the current rate for the service, the newly instituted Medicaid rate and the proposed rate to use as posted charges.

**Board Action: Consider approval of fee adjustments**

### B. REQUEST TO SUNSET COUNTY'S TATTOO ORDINANCE

The County's Tattoo Ordinance has been preempted by State statute. Health Director, Scott Harrelson, will present a request to repeal the local ordinance, as recommended by the Craven County Health Board.

**Board Action: A unanimous vote is needed to repeal the ordinance without a second reading.**

Agenda Date: May 16, 2011  
Presenter: Kent Flowers  
Agenda Item No. 8  
Board Action Required: Yes

**PRESENTATION OF BIDS FOR CONGREGATE AND HOME DELIVERED MEALS PROGRAM**

Social Services Director, Kent Flowers, will present the results of bids for provision of congregate and home delivered meals, as detailed in Attachment #8, and his recommendation for awarding the contract.

**Board Action: Receive information and consider approval of award.**

Agenda Date: May 16, 2011  
Presenters: Larry Moser, David Clifton  
Agenda Item No. 9  
Board Action Required: Yes

## **BOARD OF EDUCATION REQUEST**

The Craven County Board of Education authorized the transfer of \$660,000.00 from the Current Expense Fund Balance to the Capital Outlay Fund. The funds will be used to replace the roof on the old Bridgeton Elementary School. This school closed in 2003 when the new Bridgeton Elementary School opened. This school was leased for some time to a day care operator and is currently used for storage. The board's long term goal for this building is to use it as a possible location for a STEM Middle School or Alternative School. The building condition has deteriorated due to leaks from the existing roof.

The Board of Commissioners is responsible for the funding of capital projects within the school system. General Statute 115C-433 states "The board of education may amend the budget to transfer money to or from the capital outlay fund to or from any other fund, with the approval of the Board of County Commissioners, to meet emergencies unforeseen and unforeseeable at the time the budget resolution was adopted.

**Board Action: Consider request for approval of fund transfer**

Agenda Date: May 16, 2011  
Presenter: Don Baumgardner  
Agenda Item No. 10  
Board Action Required: Yes

## PLANNING DEPARTMENT MATTERS

### A. REQUEST TO SET PUBLIC HEARING FOR 2011 CDBG UTILITY RE-LOCATION PROJECT

The Planning Department is requesting that the Board set a public hearing for June 6, 2011 at 7:00 pm to receive comments from the public regarding the County's intent to apply for CDBG funding to re-locate power and water utilities along Pine Cliff, Blount-Brimage and Willis Landing Roads. The purpose of re-locating these utilities is so that these roads can be dedicated to NCDOT as Pre-1975 roads. This would be accomplished by receiving part state funding and CDBG funding to allow addition to the state maintenance system. (On the Willis Landing Road, if CDBG funding approval is granted, it would include the installation of water service to these households.)

#### **Board Action: Set public hearing**

### B. REQUEST TO SET PUBLIC HEARING FOR FY 09 CDBG SCATTERED SITE CLOSEOUT

The Planning Department is requesting that the Board set a public hearing for June 6, 2011 at 7:00 pm to receive comments from the public regarding the close out of the FY09 CDBG Scattered Site program. This public hearing is required in order to complete all the requirements associated with the CDBG Scattered Site program.

#### **Board Action: Set public hearing**

### C. NCDOT REQUEST FOR ADDITION TO STATE MAINTAINED SECONDARY ROAD SYSTEM – N. MITCHELL WAY AND WINDTIDE LANE

Attachment #10.C is a resolution from the developers of Mitchell Harbour Subdivision requesting the Board approve the attached resolution that 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: A vote by the Board is needed to approve the standard SR2 Road Addition Resolution.**

D. NCDOT REQUEST FOR ADDITION TO STATE MAINTAINED  
SECONDARY ROAD SYSTEM – MAPLE FARM LANE

Attachment #10.D. is a resolution from the developers of Maple Farms Subdivision requesting the Board approve a petition for 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: A vote by the Board is needed to approve the Standard SR2 Road Addition Resolution**

E. SUBDIVISIONS FOR APPROVAL

Planning Director, Don Baumgardner, will submit the following subdivisions for the Board's approval. All have been approved by the Planning Board and are recommended for approval by the Board of Commissioners.

**Angela Michelle Roach-Final**

- Property is owned by W. Allen Roach & wife Gloria A. Roach and surveyed by Blake K. Bjerkeset, PLS
- Property is located within Twp 1, off of Bay Bush Rd. (SR 1454)
- Parcel ID 1-068-03
- Subdivision contains 1 lot on 2.13 acre
- Lot proposed to be served by Craven County water and an individual septic system

**Henry S. Yoder & Kathleen R. Yoder – Final**

- Property is owned by Henry and Kathleen Yoder and surveyed by Gaskins Land Surveying, P.A.
- Property is located within Twp 1, off of Honolulu Rd (SR 1458)
- Parcel ID 1-066-027
- Subdivision contains 1 lot on 3.82 acres
- Lot proposed to be served by Craven County Water and an individual septic system

**Willow Run – Section 3-A – Final**

- Property is owned by James and Benita Dees and surveyed by James C. Simmons Jr. PLS of James C. Simmons and Associates
- Property is located within Twp 5 on Temples Point Rd (SR 1711)
- Parcel ID 5-008-031-B
- Subdivision contains 3 lots on 3.11 acres
- Lots proposed to be served by Craven County Water and an individual septic system

**Board Action: A vote to approve the subdivisions is needed.**

## COOPERATIVE EXTENSION MATTERS

### A. ANNUAL REPORT

Cooperative Extension Director, Tom Glasgow, will present his annual report to the Board. Copies of this report have been included under separate cover.

#### **Board Action: Receive information**

### B. NC EXPANDED FOOD AND NUTRITION PROGRAM

On September 7, 2010, Cooperative Extension requested and received the Board's approval to include Craven County in a Kellogg Foundation grant proposal that would provide funding for two NC Expanded Food and Nutrition Program (NC EFNEP) educators for a period of five years. We have recently learned that NC EFNEP funding is available for the hiring of two educators (one for youth and one for adults) for a period of three years. At the end of this three-year period, Craven County would have the option of either discontinuing the program with no obligations, or continuing the program with a 50% cost share of salary and benefits. If the Board chooses to approve this EFNEP program for Craven County, Cooperative Extension can house and provide office support for the EFNEP employees for the three-year period, or beyond the three-year period if needed.

According to 2007 data, 30.4% of Craven County adults are considered to be obese. Further, 13.1% of Craven County children between 2 and 4 years of age are considered overweight; 23.2% of children between 5 and 11 are overweight; and 31.3% of children between 12 and 18 are overweight. Health problems and costs associated with poor diet and lack of physical activity are well documented. Nationwide, \$147 billion per year is spent on obesity-related medical costs, representing approximately 10% of all annual medical spending. There is a demonstrated link between lower income households and higher rates of obesity.

The North Carolina Expanded Food and Nutrition Program (NC EFNEP) has an established track record of success in addressing this problem in counties across the state. EFNEP's mission is to improve the health of limited resource youth and families with young children through practical lessons on basic nutrition and healthy lifestyles, resource management and food safety. EFNEP is a federally funded program offered to limited resource youth and families with young children through Cooperative Extension. EFNEP's targeted audience is limited resource families with young children (under the age of 19) living in the

household and who are eligible for public assistance. EFNEP serves individuals and families who are expecting a child (pregnant) or who provide non-custodial care for children on a regular basis (grandparent or non-custodial parent) as long as these individuals meet the income guidelines and are responsible for the planning, shopping, and preparing food for the children in their care. EFNEP also serves limited resource, school-age children. EFNEP programs in North Carolina collaborate routinely with county DSS and other partners.

**Board Action: Consider approval of staffing for program**

Agenda Date: May 16, 2011  
Presenter: Rick Hemphill  
Agenda Item No. 12  
Board Action Required: Yes

## **BUDGET AMENDMENTS**

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

**Amendments:** Sheriff/Jail– Cost of providing law enforcement services has drastically increased. Medical expenses for inmates housed at the Jail have escalated such that an additional \$ 83,000 is needed to cover invoices through fiscal year end. With increased cost in fuel prices and other supplies, the regular vehicle expenditure line will need an additional \$ 55,000 while other supplies will need an added \$ 2,000 to meet expenditures through fiscal year end. Total of \$140,000 to be appropriated from fund balance.

Sheriff/Jail– Cost of housing juvenile offenders and inmates at safekeeping has exceeded the original budget. Will need to budget an additional \$75,000 from fund balance to cover invoices from NC Dept of Juvenile Justice and NC Dept of Corrections through remainder of fiscal year.

Sheriff/Jail– Amount spent by inmates on commissary items has significantly increased. Need to budget an additional \$ 50,000 in service fees collected to cover associated invoices.

**Board Action: A roll call vote will be required to approve the budget amendments.**

Agenda Date: May 16, 2011  
Presenter: \_\_\_\_\_  
Agenda Item No. 13  
Board Action Required: Yes

## APPOINTMENTS

### A. CURRENT NEW APPOINTMENTS

#### **1. Local Emergency Planning Committee**

AUTHORIZATION: Bylaws in accordance with Title III of the Superfund Amendments and Reauthorization Act of 1986; NC Emergency Response Commission Resolution 13 of 2004

MISSION/FUNCTION: To perform duties lawfully assigned by the North Carolina Emergency Response Commission, including but not limited to developing a chemical hazard/risk analysis, providing planning assistance and review of all chemically related emergency response and disaster plans upon request, and serving as liaison with local hazardous materials response training programs.

NUMBER OF MEMBERS:

Not Specified

TYPE:

From recommended agencies:

Encee Chemical, Carolina East Medical Center, Weyerhaeuser Company, Health Department, Emergency Services, Cooperative Extension, BSH, City of New Bern Fire and Rescue, Neuse River Foundation, The Sun Journal, Craven Correctional Center, MCAS Cherry Point, American Red Cross, County Commissioner

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

Must possess or have ready access to a wide range of expertise relating to the community, industrial facilities and transportation, and the mechanics of emergency response and response planning.

LENGTH OF TERMS: 1 Year

MEETING SCHEDULE: Quarterly (February, May, August, November)

COMPENSATION: No X Yes  Specify: \_\_\_\_\_

CHAIR: Tom Cuthrell RECORDING SECRETARY: Patti McDaniel

LOCATION OF MINUTES/RECORDS: Emergency Services Office

BYLAWS ON FILE: No  Yes X Last updated: 8/17/06

ATTACHMENT(S): X (Attachment # 13.A.1)

APPLICATIONS ON FILE: (See Attachment)

**2. Havelock-Craven County Library Board**

AUTHORIZATION: Bylaws

MISSION/FUNCTION: To promote and serve the best interests of the library by means of formulating the program of service in conjunction with the Craven-Pamlico-Carteret Regional Director of Library Services, by determining the local policy of the library, securing adequate funds, employing a librarian; and by establishing and supporting a planned program of public relations, and becoming familiar with state and local library laws.

NUMBER OF MEMBERS:

4  
4

TYPE:

City of Havelock  
County

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

Interested citizens

LENGTH OF TERMS: 6 Years

MEETING SCHEDULE: Fourth Tuesday of January, April, July and October at 5:00 p.m.

COMPENSATION: No  Yes  Specify: \_\_\_\_\_

CHAIR: \_\_\_\_\_ RECORDING SECRETARY Margie Garrison

LOCATION OF MINUTES/RECORDS: Havelock Library and New Bern Library

BYLAWS ON FILE: No  Yes  Last updated: 1/1/2004

ATTACHMENT(S):  (Attachment # 13.A.2.)

APPLICATIONS ON FILE:

Jacqueline Attaway

**APPOINTMENTS**

**B. CURRENT DEFERRED APPOINTMENTS**

**1. Criminal Justice Advisory Board**

AUTHORIZATION: N.C.G.S. 143B-273.10

MISSION/FUNCTION: To participate in a planning process to develop a community based corrections plan for programs funded through the Criminal Justice Partnership Act

NUMBER OF MEMBERS:  
10 (minimum)

TYPE:  
See qualifications below

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

The following categories must be represented to the extent possible: County Commissioners, County Manager, Superior Court Judge, District Attorney, criminal defense attorney, public defender, County Sheriff, probation officer, City Chief of Police, community service coordinator, mental health, substance abuse, employment and training, community-based corrections or victims services, business community, crime victim

LENGTH OF TERMS:3 Years

MEETING SCHEDULE:Bi-monthly, second Tuesday

COMPENSATION: No  Yes  Specify: \_\_\_\_\_

CHAIR:Arlene Phillips RECORDING SECRETARY: Pearl Clark

LOCATION OF MINUTES/RECORDS: \_\_\_\_\_

BYLAWS ON FILE: No  Yes  Last updated: Not dated

ATTACHMENTS:  (Attachment #13.B.1.)

APPLICATIONS ON FILE: (See attachment)

**2. Carolina East Medical Center**

AUTHORIZATION: Corporation chartered in 1986 as Craven County Hospital Corporation amended in 1988 to Craven Regional Medical Authority; governed by N.S.G.S. 131-E

MISSION/FUNCTION: Charged with control and management of the property, affairs and funds of the hospital authority

NUMBER OF MEMBERS:  
11

TYPE:  
Community/Business Leaders  
Immediate Past Chief of Staff

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: Third Tuesday of every month at 8:30 a.m.

COMPENSATION: No X Yes  Specify: \_\_\_\_\_

CHAIR: \_\_\_\_\_ RECORDING SECRETARY \_\_\_\_\_

LOCATION OF MINUTES/RECORDS: Medical Center Administrative Office

BYLAWS ON FILE: No  Yes X; Last updated: \_\_\_\_\_

ATTACHMENT(S): X (Attachment # 13.B.2.)

APPLICATIONS ON FILE: X

Jeff French  
Michael Romaine

## **APPOINTMENTS**

### **C. UPCOMING APPOINTMENTS - JUNE**

1. Workforce Development Board
2. Havelock Planning Board
3. Havelock Board of Adjustment
4. Craven Community College
5. Coastal Carolina Regional Airport
6. ABC Board

**Board Action: Consider appointments to current and impending vacancies**

**COUNTY ATTORNEY'S REPORT**

**COUNTY MANAGER'S REPORT**

**COMMISSIONERS' REPORTS**