

**AGENDA**  
**CRAVEN COUNTY BOARD OF COMMISSIONERS**  
**REGULAR SESSION**  
**MONDAY, JUNE 6, 2011**  
**7:00 P.M.**

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVE MINUTES OF MAY 16, 2011 REGULAR SESSION

1. PUBLIC HEARING ON PROPOSED FY 2011-2012 BUDGET
2. PUBLIC HEARING ON CDBG CONTINGENCY GRANT: Chip Bartlett, Holland Consulting Planners
3. PUBLIC HEARING ON CLOSEHOUT OF FY09 CDBG-SCATTERED SITE PROGRAM: Chip Bartlett
4. PUBLIC HEARING ON JAMES CITY II PROJECT: Chip Bartlett
5. ABC BOARD REQUEST FOR APPROVAL OF TRAVEL POLICY: Billy Whitford, Chairman
6. WEST OF NEW BERN FIRE DEPARTMENT PRESENTATION: Doug Ferguson, President
7. SOIL CONSERVATION PRESENTATION: Pamela Hawkins, Office Supervisor
8. TAX DEPARTMENT MATTERS: Ronnie Antry, Tax Administrator
  - A. Tax Releases and Refunds
  - B. Tax Foreclosure Attorney Recommendation
9. REQUESTS FOR RESOLUTIONS/PROCLAMATIONS
  - A. Military Family/Service Person of the Quarter
  - B. Elder Abuse Awareness Month
10. REQUEST FOR APPROVAL OF ECONOMIC DEVELOPMENT COMMISSION BYLAWS

11. PRESENTATION OF HOME AND COMMUNITY CARE BLOCK GRANT (HCCBG) FUNDING ALLOCATIONS: Jim Harriett, Craven County DSS
12. PLANNING DEPARTMENT MATTERS
  - A. Recommendation to Rescind Contract Bid Award to Rehabilitation Contractor: Chip Bartlett, Holland Consulting Planners
  - B. Rehabilitation Contract Change Order: Chip Bartlett
13. APPOINTMENTS
  - A. Havelock Library Board
  - B. Criminal Justice Advisory Board
  - C. Workforce Development Board
  - D. Havelock Planning Board
  - E. Havelock Board of Adjustment
  - F. Craven Community College Board of Trustees
  - G. Coastal Carolina Regional Airport Authority
  - H. ABC Board
  - I. Social Services Board
  - J. Economic Development Commission
14. BUDGET AMENDMENTS: Finance Director, Rick Hemphill
15. COUNTY ATTORNEY'S REPORT: Jim Hicks
16. COUNTY MANAGER'S REPORT: Harold Blizzard
17. COMMISSIONERS' REPORTS

Agenda Date: June 6, 2011

**AGENDA**  
**CRAVEN COUNTY WATER BOARD OF DIRECTORS**  
**MONDAY, JUNE 6, 2011**

ROLL CALL

APPROVE MINUTES OF MAY 2, 2011 REGULAR SESSION

1. CLOSED SESSION

Agenda Date: June 6, 2011  
Presenter: \_\_\_\_\_  
Agenda Item No. 1  
Board Action Required: Yes

## **PUBLIC HEARING ON PROPOSED FY 2011-2012 BUDGET**

A public hearing will be held, as advertised, to receive public comment on the proposed FY 2011-2012 Craven County budget, which has been available for public inspection in the County Commissioners' Office at the Craven County Administration Building since May 16, 2011.

Comments during this public hearing should be limited to the subject of the proposed budget.

**Board Action: The Board may opt to adopt the budget following the public hearing or schedule another budget study session and consider adopting the budget on June 20, 2011. If another budget study session is to be held, the Board should recess the meeting to reconvene at a time certain.**

Agenda Date: June 6, 2011  
Presenter: Chip Bartlett  
Agenda Item No. 2  
Board Action Required: Yes

**PUBLIC HEARING ON CDBG CONTINGENCY GRANT APPLICATION**

The purpose of this public hearing is to hear citizen comments related to the County's intention to apply for approximately \$150,000 in CDBG Contingency funds to be used to make street and waterline improvements on Willis Landing Rd., Pine Cliff Rd. and Blount Brimage Dr. located in Craven County.

The proposed activities and budget include:

- CDBG Street & Waterline Improvements \$135,000
  - CDBG Administration \$ 15,000
- \$150,000

**Board Action: Receive public comment; Board approval to submit application**

Agenda Date: June 6, 2011  
Presenter: Chip Bartlett  
Agenda Item No. 3  
Board Action Required: No

**PUBLIC HEARING ON CLOSEOUT OF FY09 CDBG SCATTERED SITE PROGRAM**

The purpose of this public hearing is to review the budget and activities that have been accomplished through the County's FY09 CDBG Scattered Site Program. FY09 CDBG-SS program activities included three new construction housing units with associated clearance and the rehabilitation of three existing housing units. These program activities are complete and the County is in the process of closing out the program.

**Board Action: Receive public comment**

Agenda Date: June 6, 2011  
Presenter: Chip Bartlett  
Agenda Item No. 4  
Board Action Required: No

### **PUBLIC HEARING ON JAMES CITY II PROJECT**

The purpose of this public hearing is to advise the public of a recent \$250,000 grant agreement accepted by the Board of Commissioners that will add two (2) reconstruction units and additional street, water and sewer improvements to the county's current CDBG-CR program being implemented in James City. The Board approved the grant agreement on May 2, 2011. The State funding agency was unclear about the public hearing requirement during the application process and only informed the Planning Department after the project was approved.

**Board Action: Receive public comment**

Agenda Date: June 6, 2011  
Presenter: Billy Whitford  
Agenda Item No. 5  
Board Action Required: Yes

### **ABC BOARD REQUEST FOR APPROVAL OF TRAVEL POLICY**

The Craven County ABC Board requests the approval of the Board of Commissioners to adopt their travel policy. House Bill 1717 imposed new limitations on ABC board members and general managers in regard to how much they can be reimbursed for out-of-pocket expenditures for travel and meals. It states the ABC Board must adopt a policy that conforms to the travel policy of the appointing authority and such policy is approved by the appointing authority. A copy of the current travel policy appears as Attachment #5.

**Board Action: Consider approval of travel policy**

Agenda Date: June 6, 2011  
Presenter: Doug Ferguson  
Agenda Item No. 6  
Board Action Required: No

### **WEST OF NEW BERN FIRE DEPARTMENT PRESENTATION**

Doug Ferguson, President, will appear before the Board on behalf of the West of New Bern Volunteer Fire Department to communicate their plans to refinance the department's debt and purchase two new trucks – a new pumper and a brush truck. The plans include using the firehouse as collateral and borrowing a total of \$705,000. This was previously presented to the Commissioners and endorsed on August 2, 2010 in the amount of \$700,000. A public hearing has been held concerning the increased amount of the borrowing and the addition of the brush truck to the proposed purchase.

**Board Action: Information only; Board endorsement**

Agenda Date: June 6, 2011  
Presenter: Pam Hawkins  
Agenda Item No. 7  
Board Action Required: No

### **SOIL CONSERVATION PRESENTATION**

As requested by the Board, Pam Hawkins, possibly accompanied by members of her Board, will provide information about the Soil Conservation Service and answer questions that Commissioners may have.

**Board Action: Receive information**

Agenda Date: June 6, 2011  
Presenter: Ronnie Antry  
Agenda Item No. 8  
Board Action Required: Yes

## **TAX DEPARTMENT MATTERS**

### **A. TAX RELEASES AND REFUNDS**

Craven County Tax Administrator, Ronnie Antry, will present the routine requests for tax releases and refunds contained in Attachment #8.A. for the Board's approval.

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

### **B. TAX FORECLOSURE ATTORNEY RECOMMENDATION**

On April 18, the Board authorized staff to publish a Request For Qualifications to provide legal services for foreclosure proceedings. Attachment #8.B. contains the results along with Mr. Antry's recommendation, which he will present.

**Board Action: Consider recommendation and award of contract for services**

Agenda Date: June 6, 2011  
Presenter: \_\_\_\_\_  
Agenda Item No. 9  
Board Action Required: Yes

## REQUESTS FOR RESOLUTIONS/PROCLAMATIONS

### A. MILITARY FAMILY/SERVICE PERSON OF THE QUARTER

The Board has been requested by the Chamber of Commerce to adopt a resolution recognizing the Military Family/Service Person of the Quarter, and to present it at the luncheon to be held on June 9. However, information for the resolution was not received in order for the resolution to be drafted for the agenda.

**Board Action: Board may consider authorizing staff to draft a resolution to be presented at the appointed time.**

### B. ELDER ABUSE AWARENESS MONTH PROCLAMATION

Ms. Nel Todd of Friendly Caregives has requested that the Board adopt the proclamation which appears as Attachment #9.B. in recognition of Elder Abuse Awareness Month.

**Board Action: Consider proclamation for adoption**

Agenda Date: June 6, 2011  
Presenter: \_\_\_\_\_  
Agenda Item No. 10  
Board Action Required: Yes

**REQUEST FOR APPROVAL OF ECONOMIC DEVELOPMENT COMMISSION  
BY LAWS**

The Economic Development Commission is requesting approval of its revised bylaws, which appear as Attachment #10. The revisions are highlighted on pages 3 and 4.

**Board Action: Consider approval**

Agenda Date: June 6, 2011  
Presenter: Jim Harriett  
Agenda Item No. 11  
Board Action Required: No

**PRESENTATION OF HOME AND COMMUNITY CARE BLOCK GRANT  
(HCCBG) FUNDING ALLOCATIONS**

Jim Harriett of the Department of Social Services, and representing the Craven Aging Planning Board, will present the proposed allocation of HCCBG funds for FY 2011-2012. Accompanying materials are included as Attachment #11.

**Board Action: Receive report for the budget**

**(This will not be presented at this time.)**

Agenda Date: June 6, 2011  
Presenter: Chip Bartlett  
Agenda Item No. 12  
Board Action Required: Yes

## PLANNING DEPARTMENT MATTERS

### A. RECOMMENDATION TO RESCIND CONTRACT BID AWARD TO REHABILITATION CONTRACTOR

The low bidder, N.S. Weeks Construction, has notified the County in writing that he is unable to complete the rehab work in accordance with their original bid proposal of \$28,565 for 305 Kennedy Drive.

The second low bidder, T&T Construction, has notified the County in writing that they would be unable to honor their original bid of \$29,762 to complete the required work for this unit.

Both contractors misinterpreted the scope of elevation and foundation retrofitting work in preparing their bids.

Recommend New Contract Award – Unit #10, 305 Kennedy Dr. (Rehab & Elevation)  
A contract award recommendation to the third lowest bidder is as follows:

**Unit # 10: 305 Kennedy Drive  
\$38,898**

**United Builders LLC**

**Board Action: A vote to approve this award is requested to move forward with the proposed rehabilitation**

### B. REHABILITATION CONTRACT CHANGE ORDER

This manufactured unit was originally bid out in January 2011. Six bids were received with the lowest bid being \$24,758. Due to the \$20,000 contract threshold for rehabilitation on a manufactured home, the scope of work was reduced and the unit was re-bid. The contract was awarded to B&B Construction for a very reasonable low bid of \$14,880.

Both the original and reduced scope of work called for servicing the existing heating system. The system was inspected by the HVAC contractor during recent hot weather and the determination from the HVAC Contractor is that the system should be replaced. The cost to replace the system with a new central heating and A/C unit would require a change order to expend \$3868.80 in additional CDBG funds.

This addition will still maintain the cost of the contract below the \$20,000 CDBG threshold for manufactured homes and will greatly improve the overall quality and useful life of the finished rehab. This dollar amount exceeds our policy of 15% in house change order threshold and requires approval of the governing board.

**Board Action: A vote to approve this change order is requested to complete this unit in accordance with CDBG Rehabilitation standards.**

Agenda Date: June 6, 2011  
Presenter: \_\_\_\_\_  
Agenda Item No. 13  
Board Action Required: Yes

## **APPOINTMENTS**

### **Appointments Deferred:**

- Havelock Library Board
- Criminal Justice Advisory Board

### **New Appointments – Board apprised on May 16:**

- Workforce Development Board
- Havelock Planning Board
- Havelock Board of Adjustment
- Craven Community College Board of Trustees
- Coastal Carolina Regional Airport Authority
- ABC Board

### **New Appointment Requests:**

- Social Services Board
- Economic Development Commission

**HAVELOCK LIBRARY BOARD**

NAME OF BOARD/COMMITTEE: 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.

TERM(S) ENDING:

Leonora Lupton (Deceased)

FIRST APPOINTED:

Unexpired term ends 12/ 2011

ATTACHMENT(S):

APPLICATIONS ON FILE: Yes

Jacqueline Attaway

**CRIMINAL JUSTICE ADVISORY BOARD**

NAME OF BOARD/COMMITTEE: 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

TERM(S) ENDING:

FIRST APPOINTED:

ATTACHMENT(S):

APPLICATIONS ON FILE:

**WORKFORCE DEVELOPMENT BOARD**

NAME OF BOARD/COMMITTEE: Eastern Carolina Workforce Development Board

AUTHORIZATION: Bylaws

MISSION/FUNCTION: "...to perform all functions of a Workforce Investment Board and Local Area as set forth in the Federal Workforce Investment Act (WIA)

NUMBER OF MEMBERS:

18  
member

9  
recruited

organizations,

agencies, vocational

agencies, public assistance agencies,

economic development agencies, and public  
employment service

1  
member

chairman appointed

TYPE:

2 from private sector, appointed by each  
county

1 appointed by each member county, to be  
to represent community based  
organized labor, education  
rehabilitation

Additional member from consortium

county from which current

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

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: Bi-monthly, at a time and location determined by the Board

TERM(S) ENDING:

Ron Knight

Tom Taylor (Resignation)

FIRST APPOINTED:

2005

Unexpired term ends 5/2012

ATTACHMENT(S): Attachment # 13.C.

APPLICATIONS ON FILE: Yes

Jeff French

Remarks: \_\_\_\_\_

**HAVELOCK PLANNING BOARD**

NAME OF BOARD/COMMITTEE: Havelock Planning Board

AUTHORIZATION: NCGS 160-A-36

MISSION/FUNCTION: \_\_\_\_\_

NUMBER OF MEMBERS:

6

1

TYPE:

City of Havelock

Extraterritorial Jurisdiction (County)

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

County appointee must reside in the extraterritorial area of the City of Havelock

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: 1<sup>st</sup> Tuesday of each month at 6:00 p.m.

TERM(S) ENDING:

Marion Sykes

FIRST APPOINTED:

1997

ATTACHMENT(S): Attachment #13.D.

APPLICATIONS ON FILE: No

Remarks: \_\_\_\_\_

**HAVELOCK BOARD OF ADJUSTMENT**

NAME OF BOARD/COMMITTEE: Havelock Board of Adjustment

AUTHORIZATION: Havelock City Code – Article XI

MISSION/FUNCTION: \_\_\_\_\_

NUMBER OF MEMBERS:

7

1

1

TYPE:

City of Havelock

Extraterritorial Jurisdiction (County)

Extraterritorial alternate (County)

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

County appointees must reside in the extraterritorial areas of the City of Havelock.

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: 3<sup>rd</sup> Wednesday of the month at 7:30 p.m., and at the call of the Chair

TERM(S) ENDING:

Tom McCarthy

FIRST APPOINTED:

1998

ATTACHMENT(S): Attachment # 13.E.

APPLICATIONS ON FILE: No

Remarks: \_\_\_\_\_

**CRAVEN COMMUNITY COLLEGE BOARD OF TRUSTEES**

NAME OF BOARD/COMMITTEE: Craven Community College Board of Trustees

AUTHORIZATION: Bylaws

MISSION/FUNCTION: Exercise the power to acquire, hold and transfer real and personal property of the college; enter into contracts on behalf of the college; defend legal actions; “exercise such other rights and privileges as may be necessary for the management and administration of the College in accordance with the provisions of Chapter 115D of the North Carolina General Statutes and other applicable laws, rules and regulations”.

NUMBER OF MEMBERS:

4

4

4

1

officio)

TYPE:

County Commissioner Appointees

Governor’s Appointees

Board of Education Appointees

Chairperson of the Student Council (ex

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

Members must be resident of Craven County or of counties contiguous to Craven County, with the exception of the Chairperson of the Student Council.

LENGTH OF TERMS: 4 Years

MEETING SCHEDULE: 3<sup>rd</sup> Tuesday of January, April, July and October – 7:00 p.m.

TERM(S) ENDING:

Carol Mattocks

FIRST APPOINTED:

2006

ATTACHMENT(S): Attachment #13.F.

APPLICATIONS ON FILE: Yes

Michael Romaine

Jeff French

Remarks: \_\_\_\_\_

**COASTAL CAROLINA REGIONAL AIRPORT AUTHORITY**

NAME OF BOARD/COMMITTEE: Coastal Carolina Airport Authority  
AUTHORIZATION: General Statutes (Chapter 1197 session laws of 1979; Chapter 1046 session laws of 1989)

MISSION/FUNCTION: “...to meet monthly, and at such other times, as necessary, to discuss and decide on affairs pertinent to the operation, maintenance and control of the craven Couty Regional Airport”.

NUMBER OF MEMBERS:

8

4

TYPE:

Voting

Non-voting

(Carteret, Jones, Pamlico, MCAS)

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

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: 3<sup>rd</sup> Tuesday of each month; 2:00 p.m.

TERM(S) ENDING:

Chip Hughes

Lee Ashburn

Scott Dacey

FIRST APPOINTED:

2010

2010

2008

ATTACHMENT(S): Attachment # 13.G.

APPLICATIONS ON FILE: Yes

Ken Fairchild

Remarks: \_\_\_\_\_

**ABC BOARD**

NAME OF BOARD/COMMITTEE: Craven County ABC Board

AUTHORIZATION: N.C.G.S. 18B-700

MISSION/FUNCTION: To serve the locality responsibly by controlling the sale of spiritous liquor and promoting customer-friendly, modern and efficient stores.

NUMBER OF MEMBERS:

3  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TYPE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Interest in public affairs, good judgement, knowledge, ability and good moral character

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: Third Tuesday of each month at 5:30 p.m. in the boardroom of the warehouse located at 3493 Martin Drive

TERM(S) ENDING:

Paul Sarsfield

FIRST APPOINTED:

2008

ATTACHMENT(S):

APPLICATIONS ON FILE: Yes

Tanya Roberts

Ray Hemphill

Paul Sarsfield

Barbara Whiteman

Remarks: Authorizing statute on file

**SOCIAL SERVICES BOARD**

NAME OF BOARD/COMMITTEE: Social Services Board

AUTHORIZATION: N.C.G.S. 108A-1-11

MISSION/FUNCTION: \_\_\_\_\_

NUMBER OF MEMBERS: \_\_\_\_\_

5

\_\_\_\_\_

\_\_\_\_\_

TYPE:

2 County Appointees

2 State Appointees

1 Member Appointed by DSS Board

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

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: January, 4<sup>th</sup> Monday at 5:00 p.m.; February – December, 3<sup>rd</sup> Monday of each month at 5:00 p.m.

TERM(S) ENDING:

Dorothea White

FIRST APPOINTED:

2005

ATTACHMENT(S):

APPLICATIONS ON FILE: Yes

Tanya Roberts

Remarks: \_\_\_\_\_

**ECONOMIC DEVELOPMENT COMMISSION**

NAME OF BOARD/COMMITTEE: Economic Development Commission

AUTHORIZATION: N.C.G.S. 158-8

MISSION/FUNCTION: To encourage and assist in the development and expansion of business, industrial, agricultural and educational entities within Craven County

NUMBER OF MEMBERS:

9

2

TYPE:

Voting

Ex-officio; non-voting

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

One each: Commissioner, New Bern Mayor, Community College President, financial institution, major private utility; four at-large members

Ex-Officio: County Manager, member of Committee of 100

*(Will change if proposed bylaws changes are approved on June 6)*

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: \_\_\_\_\_

TERM(S) ENDING:

FIRST APPOINTED:

*(No expiring terms; proposed changes due to pending by-laws amendments)*

ATTACHMENT(S):

APPLICATIONS ON FILE: Yes

Jeff French

Remarks: \_\_\_\_\_

**Board Action: The Board will need to consider all necessary appointments**

Agenda Date: June 6, 2011  
Presenter: Rick Hemphill  
Agenda Item No. 14  
Board Action Required: Yes

## **BUDGET AMENDMENTS**

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

**Amendments:** Rescue Squads – Ambulance service fees/collections are exceeding amount budgeted. Need to budget an additional \$ 14,000 for New Bern/Craven rescue, \$16,000 for Ft. Barnwell rescue, \$53,500 for Bridgeton rescue, \$53,500 for Vanceboro rescue and \$70,000 for Twp # 7 rescue. (90% squads, 10% collection fees).

CARTS – Jones County has requested that the amount of Rural Operating Assistance Program (ROAP) funds received on their behalf and not spent be returned to them. They are required to refund the NCDOT Public Transportation Division. The amount that must be returned from FY '09 is \$20,792.44 and from FY '10 is \$22,902. At the end of each fiscal year any surplus rolls into fund balance. A total of \$ 43,695 is needed from fund balance to provide these refunds.

DSS Mandated Public Assistance – Additional funding of \$ 1,858 received from Progress Energy - Energy Neighbor Fund. Funding is 100% State requiring no County match.

Seized Property – Budget \$ 530 from substance abuse tax revenue to cover telephone expenses for remainder of fiscal year.

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

Agenda Date: June 6, 2011  
Presenter: Jim Hicks  
Agenda Item No. 15

## **COUNTY ATTORNEY'S REPORT**

Agenda Date: June 6, 2011  
Presenter: Harold Blizzard  
Agenda Item No. 16  
Board Action Required: No

## COUNTY MANAGER'S REPORT

### A. CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING

The Certificate of Achievement for Excellence in Financial Reporting has been awarded to Craven County by the Government Finance Officers Association of the United States and Canada for the 23<sup>rd</sup> straight year for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. Rick Hemphill, Finance Director, and his staff are to be commended for meeting the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate Craven County's financial story.

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

### B. CARTS SAFETY AWARD

At its recent annual conference the N.C. Public Transportation Association announced CARTS as the recipient of the 2011 Safety Award for public transportation systems with less than 1 million miles with the least accidents. Safety awards are divided into categories based on number of miles traveled and size of system and compare passenger injuries and number of accidents with dollar amount of damage. Phyllis Toler, CARTS Director, and her staff received this same award in 2005 and should be commended for their outstanding performance in traffic and passenger safety.

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

Agenda Date: June 6, 2011  
Presenter: \_\_\_\_\_  
Agenda Item No. 17

## **COMMISSIONERS' REPORTS**

Agenda Date: June 6, 2011  
Presenter: \_\_\_\_\_  
Agenda Item No. W/S #1  
Board Action Required: Yes

**CLOSED SESSION**

The Water Board is requested to go into closed session to discuss proposed negotiations with Eddie Ellis for the possible purchase of property off Lewis Farm Road as the site for the proposed water treatment plant.

**Board Action: A motion to go into closed session is required, pursuant to NCGS 143-318.11 (a)(5).**

## **Employment of Relatives**

The Board permits the employment of qualified relatives of employees as long as such employment does not, in the opinion the Board, create actual or perceived conflicts of interest. A manager should not supervise a relative. Relatives are not to be given preferential treatment in the hiring process.

## **Dual Employment**

Employees who seek employment outside normal working hours are required to obtain prior approval in writing from the General Manager. Such prior approval shall not be unreasonably withheld. The outside employment must not interfere with the employee's expected job performance for their position and the employment must not conflict with the Board's goals and philosophy.

## **Travel Policy as of April 18, 2000**

The purpose of this policy is to establish procedures for authorization and reimbursement of travel expenses by Employees and Board Members who are conducting ABC Board official business.

The Craven County ABC Board authorizes reimbursement for travel incurred as a function of ABC Board official business. A travel reimbursement form is available at the main office. It is imperative that this form reflect accurate information and be receipt supported. The following is a list that includes bonafide travel expense categories:

1. While travel expenses from an employee's home to their normal place of work is not a reimbursable expense, an employee who is requested to incur additional mileage, in the course of ABC Board business, will be reimbursed at the current IRS mileage rate.
2. While conducting Board business, all other bonafide travel by Employees or Board Members using personal vehicles will be reimbursed as outlined in (A) above, with regard to local Board business, travel to conventions and conferences.
3. While conducting Board business, all lodging costs will be paid or reimbursement made by the Board as long as the employee/official has incurred such costs and is receipt supported.
4. While conducting Board business, all reasonable costs for meals will be paid or reimbursed by the Board as long as the employee/official has incurred such costs and is receipt supported.
5. Commercial costs of travel such as bus, train, rental car, or aircraft, while conducting Board business, will be reimbursed providing such costs are incurred and be receipt supported.
6. Travel Advances: Travel advances represent a payment of ABC Board funds to an employee or official for travel costs which have not yet been incurred. Advances should not be used as an interest free loan to employees or officials. However, the employee or official of the Board should not be expected to endure a financial hardship, even for a short period of time, in order to conduct the Board's business. Advances will be made in consideration of the amount of expected travel costs. If advances exceed the actual costs, repayment to the Board should be made within 5 days of travel completion. Either the General Manager or the Board Chairman may approve travel advances.

## **Disciplinary Action or Dismissal**

All employees are expected to meet the Board's standards of work performance. Work performance encompasses many factors, including, but not limited to, personal conduct, attendance, job proficiency and compliance with the Board's policies and procedures.

If an employee does not meet these standards, the Board may, under appropriate circumstances, take corrective action. This action may include, but is not limited to, the following:

CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 06/06/2011

Attachment #8.A.

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
BEAMON, CAMMIE ATKINSON DOUBLE LISTED W/72757	0085556 2010-0003377	61.01
BEAMON, CAMMIE ATKINSON DOUBLE LISTED W/72757	0085556 2010-0092261	209.85
BECTON, JAMES E OUT OF BUSINESS 2009	0005989 2010-0003546	7.49
BRYANT, DEWEY WASHINGTON JR & DISCHARGE DUE TO BANKRUPSY	0073977 2007-0091569	18.85
BRYANT, DEWEY WASHINGTON JR & DISCHARGED DUE TO BANKRUPSY	0073977 2008-0007326	250.93
CALLAHAN, BRYAN M & TONYA R MIL-HIM-10/21/14 NV/HER 3/24/16 NV	0076917 2010-0007740	21.29
CHIEF CORNERSTONE CONSTRUCTION DID NOT OWN 1/1/2006	0067629 2006-0090245	236.63
CHIEF CORNERSTONE CONSTRUCTION DID NOT OWN 1/1/2007	0067629 2007-0090314	221.51
CHIEF CORNERSTONE CONSTRUCTION DID NOT OWN 1/1/2008	0067629 2008-0090334	206.39
CHIEF CORNERSTONE CONSTRUCTION DID NOT OWN 1/1/2009	0067629 2009-0090321	191.27
CHIEF CORNERSTONE CONSTRUCTION DID NOT OWN 1/1/2010	0067629 2010-0009489	136.54
DAIGLE, MELISA DID NOT OWN 1/1/2010	0080781 2010-0012393	114.66
DOWNING, MYRTLE DAVIS DOUBLE BILLED-SEE ACCT 1966075	1966075 2010-0094650	36.00
DURHAM, JAMES JR DID NOT OWN 1-1-2010	0029663 2010-0015191	59.80

CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 06/06/2011

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
JUTZ, WILLIAM A VALUE ADJUSTMENT PER BILL OF SALE	0087814 2011-0090135	184.36
KNOCKETT, RONALD DOUBLE BILLED -ACCT 44307	0044307 2010-0029382	50.02
MCCURDY, CLARA GAIL DID NOT OWN 1/1/2004/SEE ACCT 51401	0050859 2004-0034003	82.24
MEYER, RALPH D III & ANGELA L MIL-HIS NAME/LES-11 ECC-5/1/11 AK	0076453 2010-0035128	171.57
OSNOE, MARK W & TAMMY O DOUBLE BILLED	0085507 2010-0090274	93.25
OWENS, WILLIAM A DOUBLE LISTED ON ACCT # 19812	5515700 2010-0039480	45.28
QUINERLY, LINDA DID NOT OWN 1/1/2010-SEE ACCT 86009	0066120 2010-0042339	385.89
SMULLEN, RICHARD M BOAT ON BOARD MCAS CHERRY POINT	0073851 2010-0047927	201.63
WALP, MICHAEL ANDREW DID NOT OWN 1/1/2006	0067006 2006-0091569	15.56
WALP, MICHAEL ANDREW DID NOT OWN 1/1/2006	0067006 2006-0090113	33.25
	24 -CREDIT MEMO(S)	3,035.27

## REFUNDS SUBJECT TO BOARD APPROVAL ON 06/06/2011

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
ATLANTIC SLEEP CENTER LLC DOUBLE LISTED-SEE ACCT 77128	0083875 2010-0001806	66.52
DILLINGER, IRA C & MARJORIE J ORDERED BY BOARD OF E & R 5-24-2011	0046231 2010-0097822	38.94
DOWNING, MYRTLE DAVIS UNOCCUPIED SINCE 1995	1966075 2006-0015132	32.00
DOWNING, MYRTLE DAVIS UNOCCUPIED SINCE 1995	1966075 2007-0015562	36.00
DOWNING, MYRTLE DAVIS UNOCCUPIED SINCE 1995	1966075 2008-0015967	36.00
DOWNING, MYRTLE DAVIS UNOCCUPIED SINCE 1995	1966075 2009-0015880	36.00
OWNS, MICHAEL J II & MARY ANN ORDERED BY BOARD OF E & R 5-24-2011	0038579 2010-0014563	198.72
GIBSON, LUTHER W & ORDERED BY BOARD OF E & R 5-24-2011	2777600 2010-0095970	346.64
JONES, JOE WILEY ORDERED BY BOARD OF E & R 5-24-2011	3962700 2010-0098054	187.54
KNOCKETT, RONALD DOUBLE BILLED-SEE ACCT 44307	0044307 2009-0032253	49.59
KNOCKETT, RONALD DOUBLE BILLED-SEE ACCT 44307	0044307 2008-0032179	49.13
KNOCKETT, RONALD DOUBLE BILLED -SEE ACCT 44307	0044307 2007-0031618	49.55
KNOCKETT, RONALD DOUBLE BILLED-SEE ACCT 44307	0044307 2006-0030758	46.15
LEITSCHUH, JERRY DEAN JR & CAS APPRAISAL ERROR	0051396 2010-0030734	64.87

## REFUNDS SUBJECT TO BOARD APPROVAL ON 06/06/2011

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
LOCK, SIMON & PENNY ZIBULA APPRAISAL ERROR	0046924 2010-0091766	162.92
LUCK, JOSHUA LESTER MIL-HIS NAME/LES-11/ECC-00LT COL ID	0083297 2010-0031961	94.70
PARRISH, BEN & WILLIAMS, NEWSO ORDERED BY BOARD OF E & R 5-24-2011	0043273 2010-0096433	3.31
PRAXAIR INC BUS. LOCATED AT MCAS CHERRY POINT	0042048 2006-0043160	170.57
PRAXAIR INC BUS. LOCATED ON MCAS CHERRY POINT	0042048 2007-0044569	199.96
PRAXAIR INC BUS. LOCATED ON MCAS CHERRY POINT	0042048 2008-0045276	199.73
PRAXAIR INC BUS. LOCATED ON MCAS CHERRY POINT	0042048 2009-0045669	193.58
PRAXAIR INC BUS. LOCATED ON MCAS CHERRY POINT	0042048 2010-0041777	153.64
VOYCE, JASON MARSHALL ORDERED BY BOARD OF E & R 5-24-2011	0049028 2010-0097746	85.55
XEROX CORPORATION BUS. LOCATED ON MCAS CHERRY POINT	8236750 2009-0063354	2,892.72
XEROX CORPORATION BUS. LOCATED ON MCAS CHERRY POINT	8236750 2008-0062255	3,451.48
XEROX CORPORATION BUS. LOCATED ON MCAS CHERRY POINT	8236750 2007-0061654	6,075.75
XEROX CORPORATION BUS. LOCATED ON MCAS CHERRY POINT	8236750 2006-0059846	6,126.84
XEROX CORPORATION BUS. LOCATED ON MCAS CHERRY POINT	8236750 2010-0057925	6,178.49

**Tax Administrator**

**Craven County**



**Ronald V. Antry**  
Tax Administrator

**Listing** (252) 636-6604  
**Collections** (252) 636-6605  
**Fax** (252) 636-2569  
**E-mail** tax@cravencounty.com

**MEMORANDUM**

**TO:** Craven County Board of Commissioners  
**FROM:** Ronnie Antry  
**SUBJECT:** Tax Foreclosure Attorney Recommendation  
**DATE:** June 1, 2011

Just over eight years ago, Craven County began its first active, systematic and ongoing foreclosure program. At the time that the program began, there were approximately 1,250 parcels of land on which the taxes were delinquent. Some of them were ten years or more in arrears. Zacchaeus Legal Services through its principal, Mark Bardill, initiated the work necessary to collect the delinquent taxes on many of these parcels. The foreclosure program has now matured to the point of being in a state of maintenance. Approximately 250 parcels that are delinquent as of July 1 each year are added to the program.

Before the second four-year contract with Zacchaeus Legal Services expired in February of this year, Jim Hicks, Craven County Attorney, made known his desire to perform this service for Craven County. On April 18, 2011, the Board authorized staff to publish a Request for Qualifications for this legal service. Three firms submitted proposals that Mr. Blizzard, Mr. Veit, Mr. Hemphill, Cindy Johnson, our foreclosure staff person, and I reviewed. A matrix listing the firms and a ranking of some of the relevant factors considered appears below.

**Matrix for Foreclosure RFQ Responses**

	<u>Possible Points</u>	Sumrell Sugg	Zacchaeus Legal Services	Reinhardt Milam Fisher & Idol, PLLC
Cost	5	4	5	3
Location of Office	5	5	4	3
Number of Attorneys	5	5	3	3
<b>Total</b>	<b>15</b>	<b>14</b>	<b>12</b>	<b>9</b>



Craven County Board of Commissioners

Page 2

June 1, 2011

The Reinhardt law firm is located in Durham, NC and has done foreclosure work for Durham County. Its practice is not limited to tax foreclosure as it also represents private clients in real property, family law, wills and estates and bankruptcy/collection. The firm's cost proposal of \$900 is the highest of the three respondents. Due to the fact that the firm is in Durham County, there would be additional costs of researching records that are not available on the Internet. There is one attorney, Mr. Charles A. Reinhardt, Jr., who is dedicated to foreclosure work.

Zacchaeus Legal Services is located in Trenton, NC and currently serves thirteen counties and three municipal clients with its foreclosure services. The firm has no business other than tax foreclosure activity and it has represented Craven County in its tax foreclosure program for the past eight years. Its cost proposal of \$600 is the lowest of the three. Mark Bardill is the principal of the firm and the attorney who serves the sixteen (16) local governmental clients with whom the firm has contracted.

Sumrell Sugg is located in New Bern, NC and is the firm that represents Craven County. Like Reinhardt, it also has private clients in addition to its government clients. It currently performs tax foreclosure work for Pamlico County. The firm's cost proposal of \$725 is less than Reinhardt's but more than Zacchaeus' \$600 cost proposal. The firm currently issues a letter to delinquent taxpayers in May of each year to notify them of the impending foreclosure that it proposes to include at no additional cost. There are four attorneys that are available for this foreclosure work. They are Jimmie B. Hicks, Jr., Arey W. Grady, III, Aaron D. Arnette and David B. Baxter, Jr.

Based upon the review and in consideration of all the factors relevant to the work to be done, we recommend that Sumrell, Sugg, Carmichael, Hicks and Hart, P.A. be awarded a contract for this work.

**PROCLAMATION  
IN RECOGNITION OF  
ELDER ABUSE AWARENESS MONTH**

**Whereas**, each year, more that 2 million older adults are victims of abuse, neglect and exploitation; and

**Whereas**, most incidents go unreported because the senior is afraid of retribution; and

**Whereas**, in 2010 more than 18,000 reports were made in North Carolina; and

**Whereas**, we **MUST** take an active role in protecting our most precious, vulnerable adults; and

**Whereas**, Governor Perdue has proclaimed the period from Mothers Day to Fathers Day as Elder Abuse Awareness Month in North Carolina.

**Now, therefore**, we now proclaim June 15, 2011 as Elder Abuse Awareness Day and urge all the citizens in Craven County to report suspected abuse to Adult Protective Services, speak out and advocate for the passage of Elder Abuse Victims legislation, volunteer in local programs that provide support for older adults and educate yourself, your family and community about elder abuse.

Adopted this 6<sup>th</sup> day of June, 2011.

---

Steve Tyson, Chairman  
Craven County Board of Commissioners

---

Gwendolyn M. Bryan, Clerk to the Board

**CRAVEN COUNTY**  
**ECONOMIC DEVELOPMENT**  
**COMMISSION**  
**BYLAWS**

**Revised and Adopted**  
**March 13, 2000**

The Bylaws for the Craven County Economic Development Commission shall be as follows:

## **Article I**

### **Name**

The name of the Commission is officially the "Craven County Economic Development Commission," but in accepted usage is known as the EDC.

## **Article II**

### **Purposes and Objectives**

1. The EDC shall encourage and assist in the development and expansion of business, industrial, agricultural and educational entities within Craven County, in any manner that may be deemed advisable by the EDC.
2. Specific objectives of the EDC are, through coordinated and concerted efforts, to secure full potential development of Craven County's resources, including, but not limited to the following:
  - a) Carry out economic development program activities for all portions of the County and its municipalities.
  - b) Formulate projects for carrying out economic development program actions that address the need for gainful employment and any upgrading skill levels of current County residents as primary goals.
  - c) Furnish advice and assistance to existing businesses wishing to alter or expand operations, to prospects desiring to locate in the County, and to developers of office parks such assistance includes but is not limited to: Conducting industrial surveys, advertising in periodicals, promoting opportunities by electronic and other communication media, furnishing information directly to business and industrial prospects and to existing businesses and industries.
  - d) Encourage enrichment of curriculum to achieve appropriate occupational training, including pertinent technical and vocational training within the school systems serving the area; and to assist in securing training programs for industry, business and related entities.
  - e) Encourage development of programs designed to further enhance healthier communities, environment, fine arts, tourism, transportation

facilities, housing, recreation and related needs for the promotion of the general economic well-being of Craven County.

- f) Carry on such other activities as may be necessary in the proper exercise of the functions described herein.

3. To further its purposes the EDC shall:

- a) Facilitate the orderly growth and development of business concerns within Craven County and to strive to obtain additional economic advantages, without unduly sacrificing the natural resources available in the area as a result of increased employment, greater business volume and increased promotion of the economic advantages by businesses willing to establish themselves within Craven County.
- b) Assist in buying, selling, leasing, mortgaging, or acquiring or disposing of real estate, buildings, fixtures, and personal properties.
- c) Accept, acquire and solicit by gift, grant, devise, bequest, or otherwise, donations, money and property of every kind, nature and description, from individuals, firms or corporations, including municipalities, county, state or federal governments, and to hold, manage, administer, and/or use the principal and interest as may be directed by the donor, or as the Board of Directors of the Commission may determine in the absence of such direction. (The EDC Board will have authority to accept or deny all transactions.)
- d) Employ a staff of salaried employees responsible to the Board of Directors for carrying out the objectives and purposes of said Commission.

### **Article III**

#### **Members of the Craven County EDC**

1. The EDC shall consist of nine (9) members, all of whom shall be appointed by the Board of Commissioners of Craven County, North Carolina. Members of the EDC shall consist of representatives of the following:

~~1—Craven County Board of Commissioners~~

1—Mayor of City of New Bern or designee

1—President of the Craven Community College

*1—Financial Institution*

*~~1—Major Private Utility~~*

*4 6—Members At-large*

In addition there shall be two ex-officio (non-voting) members: ~~that~~ one being a member of the ~~Committee of 100~~ Craven County Board of Commissioners and one being the Craven County Manager.

2. The terms of office of the members of EDC shall be three (3) years, and they shall serve until their successors have been appointed and qualified. Terms of office for regular appointees begin in July of each year.
3. The nine members appointed by the Board of Commissioners of Craven County shall elect a chairman and vice-chairman annually at the June meeting who shall serve during the ensuing fiscal year.
4. Each member shall take office at the regular meeting of the EDC in July of each calendar year following the date of his/her appointment.
5. All appointments for unexpired terms resulting from resignation, death, or other causes, shall be made by the Board of Commissioners of Craven County.
6. Members are expected to attend all meetings of the EDC. Termination of membership will automatically result if any member misses three (3) consecutive, unexcused monthly meetings. In the event of a termination of membership due to three (3)-missed meetings, the Executive Director shall notify the member and the member's appointing authority.
7. Provisions of the preceding subparagraph to the contrary notwithstanding, EDC members may resign by submitting their resignation in writing to the EDC chair and the executive director for their designated membership, as mentioned above.
8. Membership vacancies in the EDC shall be filled by the Board of Commissioners of Craven County consistent with the provisions of Article III—1. Members appointed to fill vacancies shall serve for the remainder of the unexpired term for which they are appointed to fill.
9. EDC members shall serve without compensation, but shall be reimbursed for direct expenses related to specific actions assigned and designated essential by the Commission Chairman of the Board.

10. EDC members and its employees shall not participate in any EDC decision process in which they or any member of their family to third degree of consanguinity, or to the same relative degree by marriage, have a direct or indirect financial or political interest.

## **Article IV**

### **Officers**

1. The officers of the EDC shall consist of a chair, vice-chair and a secretary. The chair and vice-chair shall be elected by the membership of the EDC.
2. The chair shall preside at all regular and special meetings of the EDC. The chair may call special meetings of the EDC, as he/she deems necessary. Additionally, the chair shall appoint various committees as may be necessary including a three-member Nominating Committee each year during the month of May which will recommend officers (chair and vice-chair) for the ensuing year.
3. The chair shall be elected annually from and by the EDC voting membership. A majority affirmative vote of the EDC is required for election. The chair shall perform other duties and have such authority as from time to time may be assigned by the EDC.
4. The vice-chair shall be elected annually from and by the EDC voting membership. A majority affirmative vote of the EDC membership is required for election. The term of office shall be for one year.

The vice-chair shall preside at all regular and special meetings of the EDC in the absence of the chair and shall perform all duties of the chair during any incapacity of the chair. The vice-chair shall serve as chair of the Budget Committee and perform such other duties as requested by the chair.

5. The EDC executive director shall serve as secretary, ex-officio. He/she shall keep the minutes of the EDC and shall see that all notices are duly given in accordance with these rules and regulations. He/she shall be the custodian of records, books, reports, statements, certificates and other

documents of the EDC. In general, he/she shall perform all duties and possess all authority incident to the Office of Secretary.

## **Article V**

### **Meetings**

1. The regular meeting of the EDC shall be held monthly at a time and place to be decided by the EDC.
2. Special meetings may be called by the chair or a majority of EDC members at any time or place by giving as much notice as is reasonably possible, providing such notice states the purpose for which the meeting is called. Notification of special meetings may be by telephone.
3. Whenever there is no business for the EDC, the chair may dispense with the regular meeting by giving notice to all members not less than 48 hours prior to the time set for the meeting.
4. A quorum at any meeting shall consist of five (5) members and it shall be necessary to have the concurrence of a majority of said quorum to approve of any action by the EDC.

## **Article VI**

### **Personnel Management**

The management of personnel will be as follows:

- a. Hiring and dismissal of employees is the responsibility of Economic Development Commission.
- b. The management of EDC personnel is the responsibility of the Economic Development Commission. They are not county employees; they are employees of the Economic Development Commission.
- c. The EDC chair in conjunction with the vice-chair and one other EDC member appointed by the chair shall conduct an annual

performance appraisal of the Economic Development Commission executive director. Such appraisal shall review and take into account accomplishments reflected in the executive director's "Annual Work Plans" as mutually agreed by the EDC Board and the executive director. The chair, vice-chair and one other EDC member shall receive input from the other EDC members and review the final appraisal with the EDC Board prior to presentation to the EDC Executive Director.

- d. The EDC executive director is delegated the authority for:
  - 1) Daily supervision and guidance
  - 2) Leave (absence from duty) coordination and approval according to policy
  - 3) Certification of time and attendance reports
  - 4) Approve in-state travel according to policy
  
- e. The EDC executive director will make recommendations to the EDC Board regarding the following in accordance with policy:
  - 1) Recruitment and hiring of EDC employees
  - 2) Employee performance evaluation, including awards, disciplinary actions and separation
  - 3) Determination and approval of training requiring expenditure of EDC funds

Personnel and fiscal management is ultimately the responsibility of the EDC Board.

In the event that an EDC employee feels aggrieved, their recourse is to the EDC Board. Hiring, supervision, development, evaluation and dismissal of employees will be done in accordance with applicable laws and specific EDC policy.

The Craven County EDC will use the existing Craven County Local Government Personnel Resolution in the management of EDC personnel.

## Benefit Management

Craven County Local Government will allow the EDC employees to participate in all county sponsored functions and benefits. Craven County will administer all EDC benefits and all costs associated with such benefits will be paid from the annual EDC budget.

## TORT LIABILITY

The EDC Board and employees will each assume responsibility for the actions of their officials or employees acting within the scope of their employment to the extent provided by the federal and state laws and local ordinances.

## **Article VII**

### **Budget**

1. The EDC executive director shall prepare an annual budget for presentation to the EDC at its March meeting. After approval by the EDC the budget will be presented to the Craven County Manager.
2. All expenditures by the EDC shall be made pursuant to the budget duly approved by the Board of Commissioners of Craven County.
3. There shall be a Budget Committee chaired by the vice-chair. It shall consist of an additional two members appointed annually by the chair. The executive director shall be ex-officio member of this committee. The Budget Committee shall assist the executive director in the establishment of procedures for the receipt and disbursement of EDC funds and in providing a monthly accounting to the EDC of its financial status. It shall prepare, submit and make recommendations on a regular basis to the EDC for the maintenance of a financially sound, practical budget consistent with the purposes and objectives of these bylaws. It shall develop and submit a proposed budget to the EDC no later than the March meeting of each year for the following fiscal year. It shall coordinate regularly with the executive director to insure that EDC financial procedures are consistent with Craven County's fiscal policy.

## **Article VIII**

### **Parliamentary Procedure**

In the unlikely event any question of parliamentary procedure develops, the EDC will be guided by the latest available edition of Robert's Rules of Order.

## **Article IX**

### **Amendments**

These Bylaws may be amended at any meeting of the EDC on a vote of two-thirds of the total membership voting in favor of such an amendment.

These Bylaws are presented to the Craven County Economic Development Commission at its meeting on March 13, 2000 and are hereby accepted and ratified as attested by the signatures of the chair and secretary hereto this 13<sup>th</sup> day of March, 2000.

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Chair

---

Secretary

RECEIVED APR 08 2011



**Eastern Carolina**  
WORKFORCE DEVELOPMENT BOARD, INC.

April 7, 2011

Mr. Steve Tyson, Chairman  
Craven County Chief Elected Official  
1914 Trent Blvd.  
New Bern, NC 28562

Dear Mr. Tyson:

As you are aware, chief elected officials continue to have a central role in the administration of workforce investment activities. Specifically, chief elected officials are responsible for appointing members to the local Workforce Development Board to represent their counties' workforce needs.

We are requesting that the Craven County Board of Commissioners reappoint **Mr. Ronald Knight, representing the Organized Labor Sector**, to the Eastern Carolina Workforce Development Board, Inc. for a two-year appointment beginning July 1, 2011 and expiring June 30, 2013.

We are also requesting that the Craven County Board of Commissioners appoint **Mr. William Green, Vice President of BB&T Business Services**, who has agreed to represent Craven County and accept a two-year term beginning July 1, 2011 and expiring June 30, 2013. Mr. Green will be replacing Tom Taylor, who was representing the Private Sector. Mr. Taylor has been a valuable board member who has served on our Board of Directors since 2004. He recently informed us that he needed to resign due to personal reasons. Mr. Green can be reached by phone at 638-7190 and by mail at BB&T, 375 South Front Street, New Bern.

Please feel free to call me at (252) 636-6901 if you have any questions. Thank you for your continued support.

Sincerely,

Tammy Childers  
Executive Director

cc: Mr. Harold Blizzard, County Manager  
Ms. Gwendolyn Bryan, Clerk to the Board  
Mr. Ronald Knight  
Mr. William Green

1341 South Glenburnie Road • New Bern, NC 28562  
(252)636-6901 voice (252)638-3569 fax email:admin@ecwdb.org  
An Equal Opportunity/Affirmative Action Employer



**CITY OF HAVELOCK**  
Post Office Drawer 368  
Havelock, N.C. 28532

Attachment #13.D.

REC'D APR 07 2011

Craven County  
Board of Commissioners  
406 Craven St.  
New Bern, NC 28560

Board of Commissioners:

The City of Havelock is recommending re-nomination for the following extraterritorial Board Members.

Board Member	Address	Board	Term Expiration
Marion Sykes Jr.	103 Melody Lane	Planning Board	6/30/2011
Tom McCarthy	93 Crystal Lake Rd.	Board of Adjustment	6/30/2011

If you need any further information please call or email.

Thank you,

Greta Meadows

Clerk to the Board  
Planning Board/Board of Adjustment  
P.O. Box 368  
Havelock, NC 28532  
252-444-6433  
Fax 252-463-7180  
[GMeadows@havelocknc.us](mailto:GMeadows@havelocknc.us)



## CITY OF HAVELOCK

Post Office Drawer 368  
Havelock, N.C. 28532

Attachment #13.E.

Craven County  
Board of Commissioners  
406 Craven St.  
New Bern, NC 28560

Board of Commissioners:

The City of Havelock is recommending re-nomination for the following extraterritorial Board Members.

Board Member	Address	Board	Term Expiration
Marion Sykes Jr.	103 Melody Lane	Planning Board	6/30/2011
Tom McCarthy	93 Crystal Lake Rd.	Board of Adjustment	6/30/2011

If you need any further information please call or email.

Thank you,

Greta Meadows

Clerk to the Board

Planning Board/Board of Adjustment

P.O. Box 368

Havelock, NC 28532

252-444-6433

Fax 252-463-7180

[GMeadows@havelocknc.us](mailto:GMeadows@havelocknc.us)

REC'D MAR 10 2011



800 College Court  
New Bern, NC 28562  
252-638-7200  
(Fax) 252-638-4232

305 Cunningham Blvd.  
Havelock, NC 28532  
252-444-6005  
(Fax) 252-444-1918  
www.cravenc.edu

March 9, 2011

Hon. Steve Tyson  
Craven County Board of Commissioners  
406 Craven Street  
New Bern NC 28560

Dear Commissioner Tyson:

Our records concerning terms of appointment for members of the Board of Trustees of Craven Community College indicate that the term for trustee Carol Mattocks will expire on June 30, 2011.

She has been a valuable contributor to many Community College issues and is expected to serve as Chair of our Trustees for the next two years.

It has been a privilege to have her serve as a Board Member and I respectfully request that you reappoint Mrs. Mattocks. Should you have the need for additional information please do not hesitate to have one of your staff contact me at 252.444.3600.

Sincerely,

A handwritten signature in black ink that reads "Gary Baldree".

Gary Baldree  
Chair

cc: Harold Blizzard, County Manager  
Catherine Chew, President  
Carol Mattocks, Trustee

**Airport Authority**

Lee Ashburn  
Curtis Bare  
Harold Blot  
Scott Dacey  
Chip Hughes  
Royce Jordan  
William Naumann  
Fletcher Watts

REC'D APR 27 2011  
**COASTAL  
CAROLINA**  

---

**Regional Airport**

200 Terminal Drive  
P.O. Box 3258  
New Bern, NC 28564

E-mail:  
[admin@newbernairport.com](mailto:admin@newbernairport.com)  
Web:  
[www.NewBernAirport.com](http://www.NewBernAirport.com)

**Airport Director**

Tom Braaten

25 April 2011

(252) 638-8591  
Fax (252) 638-5930

Chairman Steve Tyson  
Craven County Commission  
406 Craven Street  
New Bern, NC 28560

Dear Chairman Tyson,

I have the pleasure of working for a fine Airport Authority. Combined they bring a wealth of experience, business sense, and enthusiasm to your airport. They continuously work on ways in which the airport can better serve the community. Three of the Authority members have terms which will expire on June 30, 2011.

Mr. Hughes has only served one year as he completed Mr. Creech's term. He has been very active in Board work, and has provided fine input based on his law enforcement background.

Mr. Ashburn has served on the Authority for less than six months as he filled the position vacated by Mr. Price's resignation in November 2010. He is using his expertise in general aviation as we plan our first Boy Scout Aviation Merit Badge Camporee in May of this year. His input has been most valuable.

Mr. Dacey brings a unique value to the board as a member of a lobbying firm in Washington, D.C. He has connections which are invaluable when we need help in getting support of FAA and other federal agencies with regard to grants and the interpretation of government guidelines and regulations.

As an employee of the Authority, I appreciate what the Board members have done and plan to do. They are always available to serve on committees, and they understand the important role your airport plays in Craven County's future. I recommend that the

**Serving Eastern North Carolina for over 75 years  
Gateway to NC's Crystal Coast**

COASTAL  
CAROLINA  

---

Regional Airport

Chairman Steve Tyson  
25 April 2011  
Page 2

County Commissioners give favorable consideration to reappointing Mr. Lee Ashburn, Mr. Scott Dacey, and Mr. Fred Hughes for another term.

I discussed my intent to write this letter to you with the Chairman and then with the Airport Authority. The members unanimously agreed with the content and recommendations for reappointment.

Sincerely,

A handwritten signature in black ink that reads "Tom Braaten". The signature is written in a cursive style with a large, sweeping initial "T".

Tom Braaten  
Airport Director

cc: Harold Blizzard, County Manager