

AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, SEPTEMBER 19, 2011
8:30 A.M.

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVE MINTUES OF SEPTEMBER 6, 2011

1. TAX RELEASES AND REFUNDS: Ronnie Antry, Tax Administrator
2. HEALTH DEPARTMENT REQUEST TO SET FEES: Scott Harrelson, Health Director
3. PLANNING DEPARTMENT MATTERS: Don Baumgardner, Planning Director
 - A. FY 2010 CDBG Contingency Infrastructure Project-Administrative Contract Award
 - B. CDBG Program (James City Area) Demolition Contract Award Recommendation
 - C. Request for Public Hearing on Private Road Naming
 - D. Subdivision for Approval
4. EMERGENCY SERVICES MATTERS: Stanley Kite, Emergency Services Director
 - A. Ambulance Franchise Ordinance
 - B. Township 7 Request
5. BUDGET AMENDMENTS: Rick Hemphill, Finance Director
6. PROTECTING CHERRY POINT AND FRC EAST: Harold Blizzard, County Manager
7. APPOINTMENTS
 - A. Regional Aging Advisory Committee
 - B. Upcoming Appointments

8. COUNTY ATTORNEY'S REPORT: Jim Hicks
9. COUNTY MANAGER'S REPORT: Harold Blizzard
10. COMMISSIONERS' REPORTS

Agenda Date: September 19, 2011
Presenter: Ronnie Antry
Agenda Item No. 1
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 #1 for the Board's approval.

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

Agenda Date: September 19, 2011
Presenter: Scott Harrelson
Agenda Item No. 2
Board Action Required: Yes

HEALTH DEPARTMENT REQUEST TO SET FEES

Attachment #2 is a schedule of fees for the Health Department which Health Director, Scott Harrelson, will present for approval.

Board Action: Board will be asked to vote for adoption of the fee schedule

Agenda Date: September 19, 2011
Presenter: Don Baumgardner
Agenda Item No. 3
Board Action Required: Yes

PLANNING DEPARTMENT MATTERS

A. FY 2010 CDBG CONTINGENCY INFRASTRUCTURE PROJECT- ADMINISTRATIVE CONTRACT AWARD

Craven County has executed a grant agreement CDBG Grant #10-C-2220 for a \$451,648 CDBG Contingency Project funded by NC Community Investment and Assistance. The County advertised a Request for Proposals in the Sun-Journal and also submitted Requests for Proposals to several prospective CDBG management firms on July 12 and August 4, 2011.

Only Holland Consulting Planners submitted a proposal as a result of our first Request for Proposals. After submitting a Second Request for Proposals to additional firms and re-advertising the RFP, we received a letter from Holland Consulting Planners, asking that we retain their first package for the second proposal request. The County received an additional proposal following the second solicitation, from KL Brown and Associates of Charlotte NC.

The County planning staff reviewed both proposals and determined that the proposal from Holland Consulting Planners, Inc. was more responsive to the rating elements outlined in the RFP. (See Attachment #3.A) Holland is currently working on a CDBG project in the James City area and Holland has also provided Craven County with similar cost effective administrative services since 1982.

Board Action: It is recommended that the Craven County Board of Commissioners approve Holland Consulting Planners, Inc. to manage the CDBG Contingency project, contingent upon satisfactory negotiation of the administrative fee with the county planning staff and County Manager. The contract amount will be based on historical fees with a not to exceed fee of 18% of the total CDBG project budget. Typically Holland's fees have been 11% to 13% of the total project budget. In addition to the road addition projects, the county staff is working with HCP to identify possible infrastructure projects for the additional funds. Once the infrastructure project is identified the administrative fee will be finalized.

B. CDBG PROGRAM (JAMES CITY AREA) DEMOLITION CONTRACT AWARD RECOMMENDATION

A bid opening for the asbestos removal and demolition of two structures in the James City CDBG Project was held on August 25, 2011. Bids were received from eleven (11) contractors (See Attachment #3.B).

Award recommendations are as follows:

<u>Unit #</u>	<u>Owner</u>	<u>Contractor</u>	<u>Amount</u>	<u>Comments</u>
4	306 John Street	Everette George	\$1800.00	Low Bidder
5	308 John Street	Everette George	\$3380.00	Low Bidder

Board Action: A vote to approve these contract awards is needed to allow us to move forward with the program.

C. REQUEST FOR PUBLIC HEARING ON PRIVATE ROAD NAMING

The Planning Department is requesting to set a public hearing for October 3rd, 2011 at 7:00 p.m. to hear comments regarding the addition of a new private road in Craven County. The private road is located in Township 3 off of Wintergreen Road. 86% of property owners have signed the petition and are in agreement on the name of Boyd Lane (See Attachment #3.C).

D. SUBDIVISION FOR APPROVAL

Planning Director, Don Baumgardner, will present the following subdivision for the Board's approval. The Planning Board's assessment is included as Attachment #3.D.

306 Estates – Final:

- Property is owned by Lawrence J. Bayer, Jr., and engineered by Thomas Engineering, P.A.
- Property surveyed by Herbert J. Nobles, Jr., PLS
- Property is located within Twp 5, off of Ferry Rd. (SR 1716)
- Parcel ID 5-003-028
- Subdivision contains 15 lots on 13.05+/- acres
- Lots proposed to be served by community water and individual septic systems

Board Action: The Board will request a vote to approve the subdivision

Agenda Date: September 19, 2011
Presenter: Stanley Kite
Agenda Item No. 4
Board Action Required: Yes

EMERGENCY SERVICES MATTERS

A. AMBULANCE FRANCHISE ORDINANCE

At the August 15, 2011 Board of Commissioners meeting, County Staff was asked to review and update the current Ambulance Franchise Ordinance. County Staff along with the County Attorney are proposing potential updates and changes to the Ambulance Franchise Ordinance which needs approval by the Board of Commissioners. Stanley Kite, Emergency Services Director, will provide a brief overview of the current Ambulance Franchise Ordinance and Jim Hicks, County Attorney, will provide an overview of the technical and legal aspects of the proposed ordinance modifications. Attachment #4.A. is the revised ordinance prepared by the County Attorney.

Board Action: To be adopted at the first reading, a vote to approve the ordinance amendment must be unanimous, with all Commissioners present.

B. TOWNSHIP 7 REQUEST

This request was tabled at the August 15, 2011 Board of Commissioners meeting. Stanley Kite will give a brief overview of the request and be available for questions.

Board Action: In order to approve the granting of a franchise, a second vote is required.

Agenda Date: September 19, 2011
Presenter: Rick Hemphill
Agenda Item No. 5
Board Action Required: Yes

BUDGET AMENDMENTS

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

Amendments: Health/Child Health – Experiencing an increased demand for vaccines to include flu mists administered both at the Health Dept and local schools. Need to budget an additional \$ 20,000 in insurance receipts to cover the increased cost in Rx drugs.

Health/WIC Client Services– Need to budget an additional \$43,261 in added state funding. Cherry Point location is being relocated to smaller quarters. As storage will be at a minimum, 5 yrs of WIC medical records need to be imaged. Also need to purchase furniture as it was provided at current site. Since the Nutritionist must meet the increased need for Medical Nutrition Therapy, additional funding is needed for a contract employee.

Health/Family Planning – State awarded additional funding of \$12,377 to provide services for Family Planning patients. Funds will be used to purchase various forms of contraception to include birth control pills and depo-provera.

Health/Home Health – Need to budget a combined increase of \$96,997 in Home Health Medicaid and Medicare revenue. This increase is necessary to cover cost associated with purchasing (\$80,905) and maintaining (\$16,092/yr) Allscripts healthcare network.

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

Agenda Date: September 19, 2011
Presenter: Harold Blizzard
Agenda Item No. 6
Board Action Required: Yes

PROTECTING CHERRY POINT AND FRC EAST

With the threat of potential realignment possibilities to Marine Corp Air Station, Cherry Point (MCAS Cherry Point) and Fleet Readiness Center East (FRC East), there could be significant effects on eastern North Carolina, particularly Craven County. In order to preserve and expand the current state and local economic development potential and resulting revenue stream from Cherry Point and FRC East, it is proposed that Craven County carry out the following:

- Develop a comprehensive community and government relations plan to enhance the economic impact of MCAS Cherry Point consistent with the scope of work as proposed by the N.C. Department of Commerce in order to receive state funding to be used for that purpose.
- Enter into a consultant services agreement with Local Counsel to develop a comprehensive government relations plan
- Enter into a consultant services agreement with a federal consultant to defend MCAS Cherry Point and FRC East and work under the immediate direction of the Local Counsel

Staff will provide the Board more information and proposed agreements at its meeting.

Board Action: Approve scope of work and agreements

Agenda Date: September 19, 2011
Presenter: _____
Agenda Item No. 7
Board Action Required: Yes

APPOINTMENTS

Deferred Appointments

- A. Regional Aging Advisory Committee
- B. Any Additional Appointments to Nursing Home Advisory Committee (up to 4 more) and Adult Care Home Advisory Committee (3 – 8 more)

Upcoming Appointments: October

- A. Clean Sweep Committee
- B. Industrial Facilities Pollution Control Financing Authority
- C. Promise Place

Upcoming Appointments: November – December

SEPTEMBER APPOINTMENTS:

NAME OF BOARD/COMMITTEE: Regional Aging Advisory Committee

AUTHORIZATION: _____

MISSION/FUNCTION: The committee advocates on behalf of the senior population of COG Region P, and as advocates for seniors in their respective counties. It reviews and comments on laws, policies, actions and programs that affect older adults.

NUMBER OF MEMBERS: 27

TYPE: 3 Representatives of each county in Region P

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

Interest in issues affecting the senior population; older adults who are participants in aging services, representatives of older adults, older minority individuals, nutrition project representatives, general public, local elected officials

LENGTH OF TERMS: 3 Years

TERM(S) EXPIRING: Gertha Williams (Appointed 2002)

MEETING SCHEDULE: First Monday of January, April, July and October, 10:00 a.m.

COMPENSATION: No Yes Specify: _____

Upcoming Appointments: October

NAME OF BOARD/COMMITTEE: Craven County Clean Sweep Committee

AUTHORIZATION: Bylaws

MISSION/FUNCTION: To eliminate littering and promote recycling through education and ordinance enforcement.

NUMBER OF MEMBERS: 25

TYPE: Civic, neighborhood, municipal, industrial business, schools

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

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: 3rd Wednesday of the months of March, June, September and December

COMPENSATION: No Yes Specify: _____

NAME OF BOARD/COMMITTEE: Industrial Facilities Pollution Control Financing Authority

AUTHORIZATION: Bylaws

MISSION/FUNCTION: _____

NUMBER OF MEMBERS: _____

7

TYPE:

Qualified electors

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

LENGTH OF TERMS: 6 Years

MEETING SCHEDULE: Annual Meeting on 2nd Tuesday in October; otherwise, as needed

COMPENSATION: No : Yes Specify: _____

NAME OF BOARD/COMMITTEE: Promise Place (Sexual Assault Resource Center)

AUTHORIZATION: Bylaws

MISSION/FUNCTION: To assist victims of family violence and their families by providing direct services for victims of physical abuse, rape, sexual assault, child abuse, child sexual abuse and abuse survivors.

NUMBER OF MEMBERS: _____

15-25

TYPE:

Men and women who reside in Craven County, and who support the purposes of the organization

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

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: Second Monday of each month, 7:00 p.m.

COMPENSATION: No Yes Specify: _____

BYLAWS ON FILE: No ; Yes Last updated: June 2010

Remarks: Application for appointment to the Board of Directors can be made to the Board of directors for recommendation to the County Commissioners after attendance at three consecutive board meetings.

Upcoming Appointments November -December

November: None

December: Commissioners' Appointments

*Board of Equalization and Review (James Findley, Grover Lancaster, Al Otto, Bill Pope, Jimmy Smith, Jerry Stapleford, Drew Willis)

**This board does not have terms certain; however, an ending date is required for entry into the appointments database*

Health Board (James Jackson, Rosanne Leahy, Trey Paul, Reed Underhill)

Havelock Library Board (Jacqueline Attaway)

New Bern Library Board (Molly Ritter)

Vanceboro Library Board (Dorothy Bryant)

Board Action: Consider Appointments

Agenda Date: September 19, 2011
Presenter: Jim Hicks
Agenda Item No. 8

COUNTY ATTORNEY'S REPORT

Agenda Date: September 19, 2011
Presenter: Harold Blizzard
Agenda Item No. 9
Board Action Required: Yes

COUNTY MANAGER'S REPORT

The Board will be requested to adopt a resolution, which appears in Attachment #9, designating Rick Hemphill and Jack Veit as agents for FEMA contact.

Board Action: Adopt resolution

Agenda Date: September 19, 2011
Presenter: _____
Agenda Item No. 10

COMMISSIONERS' REPORTS