

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
TUESDAY, JANUARY 3, 2012
7:00 P.M.**

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVE MINUTES OF DECEMBER 19, 2011 REGULAR SESSION

1. SPECIAL PRESENTATION
2. RECOGNITION OF HAVELOCK HIGH SCHOOL RAMS
3. CARTS MATTERS: Phyllis Toler, CARTS Director
 - A. Public Hearing – FY 2013 Community Transportation Program
 - B. Public Hearing – FY 2013 Elderly and Disabled 5310
 - C. Request for ARRA Memorandum of Understanding
4. PLANNING MATTERS
 - A. Public Hearing Relative to Application by Craven County for Funding under the Housing and Community Development Act of 1974, as Amended: Reed Whitesell, Holland Consulting Planners
 - B. FY 11 Hurricane Irene Hazard Mitigation Assistance Program: Don Baumgardner, Planning Director
 - C. FY 10 CDBG Sewer Engineering Award: Reed Whitesell
5. PETITION OF CITIZEN: Bill Joiner
6. MILITARY GROWTH TASK FORCE REPORT: Mark Sutherland, Executive Director
7. HOME AND COMMUNITY CARE BLOCK GRANT AMENDMENT: Alfreda Stout, Assistant DSS Director
8. TAX RELEASES AND REFUNDS: Ronnie Antry, Tax Administrator
9. NEW HOPE MISSIONARY BAPTIST CHURCH LEASE: Gene Hodges, Assistant County Manager

10. APPOINTMENTS
 - A. Clean Sweep Committee
 - B. Industrial Facilities Pollution Control Financing Authority
 - C. Board of Equalization and Review
 - D. Craven Aging Planning Board
11. BUDGET AMENDMENTS AND ORDINANCE UPDATE: Rick Hemphill,
Finance Director
12. COUNTY ATTORNEY'S REPORT: Jim Hicks
13. COUNTY MANAGER'S REPORT: Jack Veit
14. COMMISSIONERS' REPORTS

Agenda Date: January 3, 2012
Presenter: _____
Agenda Item No. 1
Board Action Required: No

SPECIAL PRESENTATION

(Chairman's privilege)

Board Action: None

Agenda Date: January 3, 2012
Presenter: _____
Agenda Item No. 2
Board Action Required: Yes

RECOGNITION OF HAVELOCK HIGH SCHOOL RAMS

A congratulatory resolution will be introduced for adoption and presentation to the state champion Havelock High School Rams foot team. (See Attachment #2)

Board Action: Adopt resolution. Coach and team members will attend to accept the resolution.

Agenda Date: January 3, 2012
Presenter: Phyllis Toler
Agenda Item No. 3
Board Action Required: Yes

CARTS MATTERS

A. PUBLIC HEARING – FY 2013 COMMUNITY TRANSPORTATION PROGRAM

Materials contained in Attachment #3.A. provide background on the Community Transportation Program. The Board will need to go into public hearing, as advertised, to receive comment from the public on the grant application.

Board Action: Receive public input and consider request for approval of the application

B. PUBLIC HEARING – FY 2013 ELDERLY AND DISABLED 5310

See Attachment #3.B., which provides introduction to the public hearing on the application for the FY 2013 Targeted Transit Assistance Program (Elderly and Disabled Transportation Assistance)

Board Action: Receive public input. Consider request for approval to apply for the grant.

C. REQUEST FOR ARRA MEMORANDUM OF UNDERSTANDING

The Board will be requested to endorse the Memorandum of Understanding contained in Attachment #3.C., as the next step to action taken by the Board in July 2010.

Board Action: Endorse Memorandum of Understanding

Agenda Date: January 3, 2012
Presenters: Reed Whitesell, Don Baumgardner
Agenda Item No. 4
Board Action Required: Yes

PLANNING MATTERS

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

The purpose of the public hearing is to obtain the views and proposals of the citizens of Craven County with regard to the determination of priorities for the community development and housing needs of the county.

Board Action: Receive comments from the public, no formal action to be taken

B. FY 11 HURRICANE IRENE HAZARD MITIGATION ASSISTANCE PROGRAM

The County staff mailed out Requests for Proposals for the above mentioned programs to eleven firms. The County staff also advertised the services in the *Sun-Journal* and on the NC Interactive Purchasing System. Planning staff received three proposals by the deadline date of December 9, 2011. The County staff reviewed the proposals, performed an independent ranking, and recommend award of the professional services contract to Holland Consulting Planners, Inc. on the basis of competitive factors including cost-effectiveness, familiarity with the project, responsiveness, and experience of professional staff. (See Attachment #4.B) Contract administrative not-to-exceed fees will be negotiated for each funded project related to Hurricane Irene by the County planning staff and County Manager based on allowable administrative and service delivery costs included in each submitted application. The contract amount will be based on historical fees with a not to exceed fee of 18% of the total project budget. Typically Holland's fees have been 11% to 13% of the total project budget.

Board Action: Request Board of Commissioners to award a Professional Services Contract to Holland Consulting Planners, Inc. for the planning and management of FY11 Hurricane Irene Hazard Mitigation Assistance Program (HMA) and Disaster Recovery Grant Programs. (CDBG)

C. FY 10 CDBG SEWER ENGINEERING AWARD

Engineering services are required to complete design and resident inspection work for the sewer improvement component (Old Pollocksville Road) of the County's FY10 CDBG Contingency project. The County's CDBG management consultant (HCP) mailed Requests for Proposals to seven firms, and the County staff advertised the services in the *Sun-Journal* and on the NC Interactive Purchasing System. HCP received nine proposals by the deadline date of December 19, 2011.

The County staff and HCP reviewed the proposals, performed an independent ranking, and recommend award of the engineering services contract to Avolis Engineering P.A., of New Bern on the basis of competitive factors including cost-effectiveness, familiarity with the project, responsiveness, and experience of professional staff. (See Attachment #4.C) The contract amount will be based on historical fees with a not to exceed fee of 15% of the total project budget. Typically engineering fees have been 11% to 13% of the total project budget. The contract not-to-exceed fee will be negotiated by the County planning staff and the County Manager upon the Board approval.

Board Action: Request Board of Commissioners to award an Engineering Contract to Avolis Engineering P.A. for engineering services for the FY10 CDBG Sewer Contingency Project.

Agenda Date: January 3, 2012
Presenter: Bill Joiner
Agenda Item No. 5
Board Action Required: No

PETITION OF CITIZEN: BILL JOINER

Mr. Joiner wishes to address the Board concerning Firemen's Relief Fund Trustees of the West of New Bern Department.

Board Action: Receive information

Agenda Date: January 3, 2012
Presenter: Mark Sutherland
Agenda Item No. 6
Board Action Required: No

MILITARY GROWTH TASK FORCE REPORT

The Military Growth Task Force continues to serve the nine-county region with analysis of growth impacts, recommended mitigation strategies and advocacy for the region in Raleigh and Washington.

It is anticipated that the Task Force will wrap up its work within a year. As has been the case over the past three years, Executive Director, Mark Sutherland, will provide the Craven County Commissioners with an annual update brief. In the course of this update, he will cover the following topics:

- Growth figures (actual and forecast)
- PlanIt EAST (Regional Planning Partnership)
- Food & Fuel Programs
- The Defense Logistics Initiative
- The ramp-down plan for the MGTf

A cash match will not be requested as fiscal needs continue to be met through in-kind support from the counties and the Eastern Region.

Board Action: Receive information

Agenda Date: January 3, 2012
Presenter: Alfreda Stout
Agenda Item No. 7
Board Action Required: Yes

HOME AND COMMUNITY CARE BLOCK GRANT AMENDMENT

Craven County has received additional Home and Community Care Block Grant, HCCBG, funding for the remainder of the current Fiscal Year 11-12.

The Craven County Aging Planning Board endorsed expanding the Congregate Meal program to the Havelock Senior Center. Havelock has been requesting a meal program for the last several years. This additional money provides an opportunity to assess the need in the Havelock area.

Craven County currently provides Congregate Meal programs at the New Bern George Street Senior Center; Harlowe Senior Center and Vanceboro Senior Center.

At this time the only other Home and Community Service Provider who needed additional funding was CARTS.

The Aging Board approved additional HCCBG funds to CARTS to allow the provision of transportation to eligible Havelock individuals who need transportation to the new Havelock Congregate site.

Also, the Craven County Department of Social Services was able to assess all individuals on the Home Delivered Meal waiting list and have added all eligible individuals.

Craven County Department of Social Services serves as the Lead Agency for the Home and Community Care Block Grant, HCCBG, and will monitor spending closely over the next two months. Revisions with HCCBG funding are not unusual and are necessary to ensure we maximize all funds available to Craven County Seniors.

Board Action: The Aging Board requests the Craven County Commissioners permission to expand the congregate meal program to Havelock for the remainder of this Fiscal Year.

Agenda Date: January 3, 2012
Presenter: Ronnie Antry
Agenda Item No. 8
Board Action Required: Yes

TAX RELEASES AND REFUNDS

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

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

Agenda Date: January 3, 2012
Presenter: Gene Hodges
Agenda Item No. 9
Board Action Required: Yes

NEW HOPE MISSIONARY BAPTIST CHURCH LEASE

Assistant County Manager, Gene Hodges, will present the new annual lease for New Hope Missionary Baptist Church contained in Attachment #9.

Board Action: Board approval of lease for execution

Agenda Date: January 3, 2012
Presenter: _____
Agenda Item No. 10
Board Action Required: Yes

APPOINTMENTS

- A. Clean Sweep Committee
- B. Industrial Facilities Pollution Control Financing Authority
- C. Board of Equalization and Review
- D. Craven Aging Planning Board

DEFERRED APPOINTMENT(S):

A. 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

TERM(S) EXPIRING: **Felix Croom (Appointed 2008; not participating)**
Dave Gardner (Appointed 1991; active member)
Janie Johnson (Appointed 2008; moved away)
Ivett Jones (Appointed 2003; not participating)
Jan Parker (Appointed 1997)
Tim Tabak (Appointed 2008; resigned)
Thomas Wooten (Appointed 2001; not participating)

(Appointments have already been made to two of these seats. There are five vacancies remaining.)

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

COMPENSATION: No Yes Specify: _____

Attachments:

B. 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

TERM(S) EXPIRING: **Dell Ipock (Appointed 1999)**
Gray Lancaster (Appointed 1999)

(One of these seats has already been filled, leaving one vacancy)

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

COMPENSATION: No : Yes Specify: _____

ATTACHMENT(S):

C. Board of Equalization and Review

AUTHORIZATION: NCGS 105-322

MISSION/FUNCTION: To examine and review the tax lists of the county for the current year; to hear any taxpayer, on request, with respect to the listing and/or appraisal of his property.

NUMBER OF MEMBERS:

7

TYPE:

Citizens

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

LENGTH OF TERMS: Unlimited

MEETING SCHEDULE: 1st Monday in May; 2nd Monday in June

COMPENSATION: No Yes Specify: \$100/day (chairman); \$85/day (members)

Current Board of Equalization and Review:

James Findley (2003)

Grover Lancaster (1994)

Al Otto (1996)

Bill Pope (1996)

Jimmy Smith (2009)

Jerry Stapleford (1999)

Drew Willis(1996)

NEW APPOINTMENTS

D. Craven Aging Planning Board

AUTHORIZATION: Bylaws

MISSION/FUNCTION: To provide a comprehensive assessment of the needs and opportunities associated with older adults; an achievable vision of successful aging. Craven County based programs for the support of and investment in older adults and their families, including a system of care for high-risk older adults; and policy strategies for maximizing the functional independence and quality of life of older adults and their families consonant with their wishes and desires.

Serves as the sole policy formulation board concerning aging programs on behalf of the Craven County Board of Commissioners.

NUMBER OF MEMBERS:

18

TYPE:

Agency - 10
Local Government - 3
Client/Caregiver - 2
Senior Representative - 3

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

Representative of senior population (60+ years of age), client representative (caretaker of an older adult, employed by or volunteering for senior service provider) or representative of one of the following agencies or government entities: Craven County DSS, Craven County Health, Carolina East Medical Center, CARTS, Employment Security Commission, Neuse Center, Coastal Community Action, Legal Aid of North Carolina, Senior Tarheel Legislature, Craven County Commissioners, Craven County Manager, Council of Governments.

LENGTH OF TERMS: 2 Years

TERM(S) EXPIRING: Dora Jones, Client Representative (initial appointment 2010)

MEETING SCHEDULE: Fourth Thursday of every second month, beginning in January, at 1:30 p.m. in the Craven County Administration Building

COMPENSATION: No Yes Specify: _____

UPCOMING APPOINTMENTS: February – March

February:

Craven Aging Planning Board (All are ex officio agency representatives)

Stephanie Allen (Legal Aid)

Carolyn Bland (Senior Tarheel Legislature)

Gwendolyn Bryan (County Manager)

Tonya Cedars (Eastern Carolina COG)

Clayton Gaskins (CarolinaEast)

Jim Harriett (DSS)

March:

Craven Aging Planning Board

Linda LeDrew, Public Representative (Initial appointment 2010)

Board Action: The Board will need to consider necessary appointments

Agenda Date: January 3, 2012
Presenter: Rick Hemphill
Agenda Item No. 11
Board Action Required: Yes

BUDGET AMENDMENTS AND ORDINANCE UPDATE

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

Amendments: Health-Cancer Control – Additional \$ 12,750 in state funding allocated to Craven County Health Dept. This funding is for costs associated with breast cancer screening for women.

General/Pass through – Need to budget additional program funds approved during the November 14, 2011 Juvenile Crime Prevention Council meeting. The net increase in funding allocated to Juvenile Restitution, Resolve, Area Day Reporting, Teen Court and Administration totals \$25,457.

E911-EOC/911 Renovation –Need to budget \$393,094 E911 funds and \$238,394 Capital Reserve funds to renovate and equip the old sheriff's department building for use as a permanent emergency operations center.

Ordinances: EOC/911 Renovation Project

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

COUNTY ATTORNEY'S REPORT

Property located at 1105 Elm Street, New Bern

On July 11, 2011, this property was acquired jointly with the City of New Bern through a foreclosure for taxes and abatement liens. Based upon the percentage of liens and taxes owed, the City owns an 82.10% interest, and the County owns a 17.90% interest. Total taxes and abatement liens owed at the time of foreclosure were \$5,291.77. The current tax value for the land is \$4,200.00. The lot is approximately 0.09 acres.

The dwelling on the property is dilapidated, and the City will be demolishing it under its ordinances. The estimated cost of demolition and disposal is \$5,000.00. The City has inquired as to whether the County desires to pay its prorated cost for demolition (approximately \$895.00), or in the alternative whether the County would prefer to donate its interest to the City.

Attachment #12 is the City's request and other documentation.

COUNTY MANAGER'S REPORT

Attachment #13, for your consideration, contains amendments to the Personnel Resolution, "**ARTICLE V. THE SALARY PLAN – Section G. Pay Rates in Promotions, Demotions, Transfer, Reclassifications, Labor Market Adjustment and Redefinition of Class**".

These amendments change the way salary is administered when a demotion is voluntarily requested, as well as when disciplinary demotions are necessary. In **Section G, (2) Demotions**, we are eliminating the 2.4% decrease in pay for any demotion. If approved, most demotions will now require a 4.8% reduction in salary for each grade demoted. Each grade has a 4.8% pay differential. The purpose of that pay difference is because the lower pay grade has less duties, responsibilities and accountability than the current position. It stands to reason that an employee should lose the pay difference from grade to grade upon a demotion since they will have less duties and responsibilities.

Additionally, **BY ADDING TO Section G. (1) Promotions**, "Employee shall not be promoted during the one year period following the date of a demotion to a lower class."

Also, **Section F. Merit Increases (c): BY ADDING** "No employee shall receive a merit increase for one year from the date of last demotion".

Board Action: Consider approval of the Amendments and to incorporate same in place of the original in the Craven County Personnel Resolution

Agenda Date: January 3, 2012
Presenter: _____
Agenda Item No. 14

COMMISSIONERS' REPORTS