

**AGENDA  
CRAVEN COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
MONDAY, FEBRUARY 6, 2012  
7:00 P.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE MINUTES OF JANUARY 17, 2012 REGULAR SESSION AND  
JANUARY 20, 2012 RECONVENED SESSION

1. CHAIRMAN'S PRIVILEGE: SPECIAL PRESENTATION
2. PETITIONS OF CITIZENS
  - A. Ray Griffin
  - B. Michael McMillan
  - C. Brenda Harris
3. RESOLUTIONS/PROCLAMATIONS
  - A. Resolution Recognizing Don Phillips: Chairman Allen
  - B. Request for Child Abuse Prevention Month Proclamation
4. CRAVEN AGING PLANNING BOARD REQUEST: Georgia Newkirk,  
Chair
5. TAX DEPARTMENT MATTERS: Ronnie Antry, Tax Administrator
  - A. Tax Releases and Refunds
  - B. Request for Authorization to Advertise Tax Liens
6. VETERANS' CEMETERY ENDORSEMENT: Chairman Allen
7. PLANNING DEPARTMENT MATTERS
  - A. Request to Set Public Hearing – James City CDBG: Chip Bartlett,  
Holland Consulting Planners
  - B. Subdivision for Approval: Don Baumgardner, Planning Director
8. BUDGET AMENDMENTS: Rick Hemphill, Assistant County Manager,  
Finance and Administration
9. APPOINTMENTS

10. COUNTY ATTORNEY'S REPORT: Jim Hicks
11. COUNTY MANAGER'S REPORT: Jack Veit
12. COMMISSIONERS' REPORTS

Agenda Date: February 7, 2012  
Presenter: Chairman Allen  
Agenda Item No. 1  
Board Action Required: No

**CHAIRMAN'S PRIVILEGE: SPECIAL PRESENTATION**

Agenda Date: February 7, 2012  
Presenter: \_\_\_\_\_  
Agenda Item No. 2  
Board Action Required: No

## PETITIONS OF CITIZENS

A. RAY GRIFFIN

Mr. Griffin will address the Board concerning government matters.

B. MICHAEL MCMILLAN

Mr. McMillan wishes to present an update on operations at Religious Community Services. (See Attachment #2.B.)

C. BRENDA HARRIS

Ms. Harris will address the Board concerning a tax matter.

**Board Action: Receive information**

Agenda Date: February 7, 2012  
Presenter: Chairman Allen  
Agenda Item No. 3  
Board Action Required: Yes

## RESOLUTIONS/PROCLAMATIONS

### A. RESOLUTION RECOGNIZING DON PHILLIPS

The Chairman will present the resolution which appears as Attachment #3.A. celebrating the life and contributions of former Craven County Commissioner, Don Phillips.

### B. REQUEST FOR CHILD ABUSE PREVENTION MONTH PROCLAMATION

The proclamation which appears as Attachment #3.B. was submitted by the Guardian ad Litem Program.

**Board Action: Consider resolution and proclamation for adoption**

Agenda Date: February 7, 2012  
Presenter: Georgia Newkirk  
Agenda Item No. 4  
Board Action Required: Yes

### **CRAVEN AGING PLANNING BOARD REQUEST**

Georgia Newkirk, Chair of the Craven Aging Planning Board, will submit a request for use of additional HCCBG grant funds as detailed in Attachment #4. Alfreda Stout, Assistant Social Services Director, will be present to help with questions the Board may have.

**Board Action: Consider approval of funding plan. A roll call vote will be needed if the Board's action includes allocation of any new County funds.**

Agenda Date: February 7, 2012  
Presenter: Ronnie Antry  
Agenda Item No. 5  
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 #5.A. for the Board's approval.

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

### **B. REQUEST FOR AUTHORIZATION TO ADVERTISE TAX LIENS**

As is done at this time each year, Mr. Antry will present the amount of 2011 taxes that remain unpaid, which are a lien upon real estate, pursuant to NCGS 105-369(a).

The statute also requires the Board to order advertisement of the liens in a newspaper of general circulation. He will request authorization to advertise in *The Sun Journal* on April 11, 2012.

**Board Action: Direct advertisement of liens as requested**

Agenda Date: February 7, 2012  
Presenter: Chairman Allen  
Agenda Item No. 6  
Board Action Required: Yes

### **VETERANS' CEMETERY ENDORSMENT**

The County received a request by Dr. Frank Mamarose for the County's endorsement of a proposal to convert Forest Oaks Memorial Gardens to a state or national veterans' cemetery. Attachment #6 includes his request, a copy of Havelock's endorsement, and a proposed letter of endorsement from the County, should the Board choose to issue it.

**Board Action: Consider approval of request**

## PLANNING DEPARTMENT MATTERS

A. REQUEST TO SET PUBLIC HEARING – JAMES CITY CDBG:  
Chip Bartlett, Holland Consulting Planners

The final unit scheduled for replacement under the on-going CDBG Program in James City will not be treated due to a recent change in occupancy status. The home at 310 Kennedy Drive which was occupied by Ms. Hicksy Green is now vacant. Ms. Green was moved into a care facility temporarily. She is now residing with family out of state for health reasons. The change in this activity will result in surplus funds that can be used within the current target area. Note: Due to time constraints, the funds may not be used outside of the target area because all of the environmental review approvals are associated with the current target boundary. All other proposed housing and public works activities are complete. The CDBG Program Consultant and Planning staff are proposing the submittal of an amendment to the James City Block grant that would enable the county to purchase additional vacant lots and undertake clearance of overgrown lots in the James City Target Area. The vacant lots would then be transferred over to local non-profit housing organizations such as Neuse River CDC and Habitat for Humanity with the agreement that they be utilized for the construction of affordable single family homes. This eligible CDBG activity would promote infill development within the neighborhood with decent, safe and sanitary housing that would be affordable to qualified homebuyers. All water, sewer and paved streets have been installed. The Planning staff recommends that the Board of Commissioners set a Public Hearing for February 20<sup>th</sup> at 8:30 am in order to obtain citizen comments related to the proposed amendment and to approve submittal of the program amendment if so desired. If the Board approves submittal of an amendment, a contract amendment to Holland Consulting Planners, Inc. would be needed to 1) prepare required amendment and 2) management of the proposed acquisition and disposition activity. Amount of the amendment would be \$6000.00, which would be paid for out of the grant funds. That contract amendment would be required after the amendment public hearing is held on February 20<sup>th</sup>.

**Board Action: Set a public hearing for the February 20th 8:30 a.m.  
Commissioners' Meeting.**

B. SUBDIVISION FOR APPROVAL

On January 26th, 2012 the Planning Board met and recommended the following subdivision for approval to the Craven County Board of Commissioners.

Rhonda Louise Toler - Final

- Property is owned by Grace T. McCoy, and surveyed by William E. Matthews, RLS
- Property is located within Twp 3 off of Jonestown Rd. (SR 1258)
- Parcel ID 3-022-021
- Subdivision contains 1 lot on 2.00 acres
- Lot is proposed to be served by Craven County water and an individual septic system

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

Agenda Date: February 7, 2012  
Presenter: Rick Hemphill  
Agenda Item No. 8  
Board Action Required: Yes

## BUDGET AMENDMENTS

Assistant County Manager, Finance and Administration, Rick Hemphill, will present the following budget amendments for the Board's approval.

**Amendments:** DSS Mandated Public Assistance – Additional funding of \$66 allocated to DSS for Share the Warmth program. Funding is 100% State requiring no County match.

DSS/TANF– Need to roll forward the \$131,963 balance of unspent Special Adoption funds from FY '11. These funds are received from the State. The amount is determined by the number of adoptions finalized and must be used in the adoption program. There is no County match.

DSS/CARTS – There were \$11,502.17 Rural Operating Assistance Program (ROAP) funds received in FY '11 that were unexpended. These funds must be returned to NCDOT Public Transportation Division.

DSS Adult Services – Need to budget \$3,818 additional funding for Family Caregiver. This increase from Division of Aging is to be used for Adult Services in Home Program. Funding is 100% State requiring no County match.

DSS Mandated Services – Need to budget \$252,708 additional funding for Energy Assistance (\$49,590) and Crisis Intervention (\$203,118). These funds are received from the State. There is no County match.

Health/Family Planning – State awarded additional funding of \$25,000 to provide services for Family Planning patients. Funds will be used to pay for Medicaid Provider re-enrollment fees, postage, pharmacist, various forms of contraception to include birth control pills and depo-provera, and other supplies as needed.

Health/Child Health – Need to budget an additional \$90,704 in Medicaid Maximization revenue. These funds are needed to cover the cost of converting from 'Allscripts MyWay' to 'Allscripts Professional Patient Mgmt & MyWay EHR (electronic health records)', the server and running the internet cable to the Health Dept.

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

Agenda Date: February 7, 2012  
Presenter: \_\_\_\_\_  
Agenda Item No. 9  
Board Action Required: Yes

## **APPOINTMENTS**

- A. Clean Sweep Committee
- B. Industrial Facilities Pollution Control Financing Authority
- C. Board of Equalization and Review
- D. Havelock-Craven County Library Board
- E. 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: 3<sup>rd</sup> Wednesday of the months of March, June, September and December

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

**Attachments: Application of Eddie Games**

**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 2<sup>nd</sup> 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: 1<sup>st</sup> Monday in May; 2<sup>nd</sup> 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)

**FEBRUARY APPOINTMENTS**

**D. 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

TERM(S) ENDING: Jacqueline Attaway (2011)  
Joanna Wishon (2013)-resigned October 2011

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

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

ATTACHMENT(S): No

**COMMENTS:** In June 2011 Ms. Attaway was appointed to fill the unexpired term of a deceased member, Leanora Lupton, until December 2011. When the term ended, Commissioner McCabe nominated and the Board appointed Jenetia Drake to this position. Another member, Joanna Wishon, had resigned in October 2011, but the Board of Commissioners was not informed. That term is due to expire in December 2013. Commissioner McCabe will request that Ms. Attaway be reinstated to the position which she held, to begin a new term which will end in December 2017 and that Ms. Drake be appointed to the unexpired term of Joanna Wishon, which will expire December 2013.

**E. 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 Rep. - 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: (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)

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

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

**UPCOMING APPOINTMENTS: March**

Craven Aging Planning Board: Linda LeDrew, Public Rep. (Initial appointment 2010)

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

## COUNTY ATTORNEY'S REPORT

### **Offer to Purchase Real Property (432 Bay Bush Road, Vanceboro; Parcel ID# 1067-036).**

The County received an offer from Keith Henry (Attachment #10) in the amount of \$800.00 for this property, which was acquired through a tax foreclosure. The total taxes and costs that were foreclosed on for this property were \$3,537.30. Although the tax value was \$13,500 at the time of the foreclosure, the Tax Department has subsequently reassessed the tax value at \$3,870.00 due to the property's size and configuration. Mr. Henry is an adjacent property owner.

At the last meeting Board of Commissioners' meeting, the Board authorized me to submit a counter-offer for \$3,870.00. Mr. Henry rejected that counter-offer, and has submitted a new offer of \$1,600.00.

Should the Board desire to accept this offer, then the property will then be advertised for upset bids in accordance with General Statutes. Once no further upset bids are timely received, the County may accept or reject the final offer.

Agenda Date: February 7, 2012  
Presenter: Jack Veit  
Agenda Item No. 11  
Board Action Required: Yes

## COUNTY MANAGER'S REPORT

Attachment #11 is a lease agreement with the State for 403 George Street (aka St. Luke's Building) for a Regional Safety Officer. The County is not required by law to house this staff; therefore, payment will be received.

**Board Action: Request to authorize the County Manager to execute the lease**

Agenda Date: February 7, 2012  
Presenter: \_\_\_\_\_  
Agenda Item No. 12

## **COMMISSIONERS' REPORTS**