

**AGENDA**  
**CRAVEN COUNTY BOARD OF COMMISSIONERS**  
**REGULAR SESSION**  
**MONDAY, FEBRUARY 20, 2012**  
**8:30 A.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE MINUTES OF FEBRUARY 6, 2012 REGULAR SESSION

1. PUBLIC HEARING – JAMES CITY CDBG “ADD-ON” GRANT AMENDMENT: Chip Bartlett, Holland Consulting Planners
2. COMMUNITY HEALTH ASSESSMENT FOLLOW-UP: Teresa Ellen, Public Health Nursing Director
3. TAX RELEASES AND REFUNDS: Ronnie Antry, Tax Administrator
4. EMERGENCY SERVICES MATTERS: Stanley Kite, Emergency Services Director
  - A. Local Emergency Planning Committee (LEPC) Review
  - B. New Bern-Craven Rescue Request
5. SOLID WASTE MATTERS: Gene Hodges, Assistant County Manager for Operations/Facilities and Rusty Cotton, Solid Waste Director
  - A. Solid Waste Franchise Agreement Update
  - B. Disaster Debris Final Disposal Bid Award
6. EOC 911 PROJECT PHASE I – DEMOLITION: Gene Hodges, Assistant County Manager for Operations/Facilities
7. 509 BROAD STREET BUILDING UPDATE: Alfreda Stout, Deputy Social Services Director
8. APPOINTMENTS
  - A. Clean Sweep Committee
  - B. Havelock Library Board
  - C. Industrial Facilities Pollution Control Financing Authority
  - D. Board of Equalization and Review
  - E. Promise Place
  - F. Upcoming Appointments

9. COUNTY ATTORNEY'S REPORT: Jim Hicks
10. COUNTY MANAGER'S REPORT: Jack B. Veit III
11. COMMISSIONERS' REPORTS
12. CLOSED SESSION

Agenda Date: February 20, 2012  
Presenter: Chip Bartlett  
Agenda Item No. 1  
Board Action Required: Yes

## **PUBLIC HEARING – JAMES CITY CDBG “ADD-ON” GRANT AMENDMENT**

A public hearing will be held on Monday, February 20, 2012 at 8:30 am. The purpose of this hearing is to obtain citizen comments related to the proposed amendment and to approve submittal of the program amendment if so desired. 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. 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) manage the proposed acquisition and disposition activity. The 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: Receive comments from the public. A vote is needed to amend the CDBG add-on grant which will be submitted to the state. A vote is needed to amend the contract with Holland for this additional work.**

Agenda Date: February 20, 2012  
Presenter: Teresa Ellen  
Agenda Item No. 2  
Board Action Required: No

## **COMMUNITY HEALTH ASSESSMENT FOLLOW-UP**

On January 17, 2012, Ms. Ellen presented the Community Health Assessment to the Board. At that time, the Board requested that she return at a later date for discussion, after the Board had an opportunity to study the report.

**Board Action: Discussion**

Agenda Date: February 20, 2012  
Presenter: Ronnie Antry  
Agenda Item No. 3  
Board Action Required: Yes

### **TAX RELEASES AND REFUNDS**

Craven County Tax Administrator, Ronnie Antry, will present the requests for tax releases and refunds as contained in Attachment #3 for the Board's approval.

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

Agenda Date: February 20, 2012  
Presenter: Stanley Kite  
Agenda Item No. 4  
Board Action Required: Yes

## **EMERGENCY SERVICES MATTERS**

### **A. LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) REVIEW**

The LEPC has completed its review for 2011. Emergency Services Director, Stanley Kite, will present the review to the Board. (See Attachment #4.A.)

#### **Board Action: Review information**

### **B. NEW BERN-CRAVEN RESCUE REQUEST**

Mr. Kite will appear before the Board on behalf of the Craven County EMS Advisory Council to present a recommendation to modify the Craven County EMS System Plan. The modification, if approved, will allow New Bern Craven Rescue's request to advance to the Intermediate Level of care. Attachment #4.B. contains minutes from the last EMS Advisory Council meeting that reflect their recommendation to the Commissioners for this change. New Bern Craven Rescue is currently operating at the basic level of care and this would be an advanced level of patient care available to the citizens.

#### **Board Action: Consider recommendation for approval**

## SOLID WASTE MATTERS

### A. SOLID WASTE FRANCHISE AGREEMENT UPDATE

In July 2009, Craven County entered into a 3-year agreement with 5 Franchise Haulers to provide curbside trash pickup for county residents. The contract expires as of June 2012 and Craven County must make a decision regarding how to proceed with this program. Attachment #5.A. contains an Executive Summary of the Solid Waste program that includes a brief history, description of the administration of the program, and options for the future of the program. As spelled out in the summary, the options are:

1. Renew our current contract with our five haulers for an additional three years.
2. Solicit bids for the existing five franchise areas and/or modify the length of the contract.
3. Bid out the county's curbside trash collection to a sole contractor and continue using the trash sticker program.

We are requesting the Board to provide direction regarding its preference to proceed with these agreements.

**Board Action: Receive and review information pertaining to the solid waste franchise agreements. Provide direction to staff as appropriate.**

### B. DISASTER DEBRIS FINAL DISPOSAL BID AWARD

On January 24, 2012, Craven County issued a Request for Proposal to solicit bids for the site work and transportation of the remaining Hurricane Irene vegetative debris to the final disposal site. The State of North Carolina has allowed Craven County to prepare and use the vacant county property adjacent to Creekside Park as a permanent vegetative debris disposal site. This project entails the necessary site work to prepare the site to receive the debris. This requires clearing the land, creating a roadway, and creating gated access points to the site. The debris will be transported from the Creekside Park area and staged into wind rows as prescribed by the State.

At the end of this project, the Creekside Park area will be restored to its pre-hurricane condition and the road repaired. Additionally, all debris located at the Weyerhaeuser storm debris site will be transported to Craven Ag Services. The bids were opened on February 7, 2012 and the certified bid tabulation is contained in Attachment #5.B. The bids ranged from a low bid of \$143,889 to a high bid of \$236,266. The low bidder was Santee Modular Homes, Inc. from Santee, South Carolina and it is recommended that they be awarded the contract. This project will be primarily funded through FEMA and State funds.

**Board Action: Consider award of contract.**

Agenda Date: February 20, 2012  
Presenter: Gene Hodges  
Agenda Item No. 6  
Board Action Required: Yes

### **EOC 911 PROJECT PHASE I – DEMOLITION**

On January 18, 2012, Craven County issued a Request for Proposal to solicit bids for the demolition of the old Craven County Jail and Sheriff's Office space for the planned reuse as Craven County's Emergency Operations, 911 Center, and Training Center. This phase of the project includes needed demolition work on the 1<sup>st</sup> and 2<sup>nd</sup> floors of the former Sheriff's Office and the construction of a detention grade wall in the Holding Area where inmates are located on court days. A pre-bid meeting was held on January 24, 2012 and subsequent follow up meetings were conducted upon request. The bids were opened on February 3, 2012 and the certified bid tabulation is shown in Attachment #6. The bids ranged from a low bid of \$63,325 to a high bid of \$204,000. The low bidder was D S Simmons from Goldsboro. It is recommended that the bid be awarded to D S Simmons. Our architect, Charles Francis, is personally knowledgeable of this company's qualifications and has worked with this company on a previous project. This budget for this project has been budgeted from the Capital Reserve Fund and the 911 Surcharge Fund.

**Board Action: Consider award of demolition contract.**

Agenda Date: February 20, 2012  
Presenter: Alfreda Stout  
Agenda Item No. 7  
Board Action Required: Yes

### **509 BROAD STREET BUILDING UPDATE**

Deputy Social Services Director, Alfreda Stout, will present a detailed proposal for reuse of the County's building at 509 George Street as a Family Resource Center. Attachment #7 shows a proposed floor plan and details of the proposal.

**Board Action: Consider request for approval**

Agenda Date: February 20, 2012  
Presenter: \_\_\_\_\_  
Agenda Item No. 8  
Board Action Required: Yes

## **APPOINTMENTS**

- A. Clean Sweep Committee
- B. Havelock Library Board
- C. Industrial Facilities Pollution Control Financing Authority
- D. Board of Equalization and Review
- E. Promise Place
- F. Upcoming Appointments

**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:  
15

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

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

LENGTH OF TERMS: 3 Years

TERM(S) EXPIRING:

**(Appointments and reappointments have already been made to seven of these seats. There are eight vacancies remaining.)**

MEETING SCHEDULE: 3<sup>rd</sup> Wednesday of the months of March, June, September and December

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

**Attachments:**

**B. 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: Joanna Wishon (2013)-resigned October 2011

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

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

ATTACHMENT(S): No

**COMMENTS:** At the last meeting, Jacqueline Attaway was reinstated to her term that expired in December. Another vacancy, created by the resignation of Joanna Wishon in October 2011 remains. Commissioner McCabe will request that Ms. Jenetia Drake, who was mistakenly appointed to Ms. Attaway's position in December, be appointed to the unexpired term of Joanna Wishon, which will expire December 2013.

**C. 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):**

**D. 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:                      TYPE:  
7    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)

**NEW APPOINTMENT(S) - FEBRUARY**

**E. 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.):

Agency bylaws require interested parties to attend a specified number of their meetings before being recommended to the Board of Commissioners for appointment.

LENGTH OF TERMS: 2 Years

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

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

**Attachments: Attachment # 8.E.**

**UPCOMING APPOINTMENTS:**

**March**

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

**April**

Voluntary Agricultural District: Jackie Amerson, Dale Dawson, Patrick Pritchard (Initial appointments 2009)

Zoning Board of Adjustment: John Brazelton (Alternate), Gerald Teel, Alvin West (Alternate) (Initial appointments 2009)

**May**

Carolina East Medical Center: Milt Gold (initial appointment 2000); Dell Ipock (initial appointment 2008), Barbara Lee (initial appointment 2006), Lonnie Pridgen (initial appointment 2002)

Eastern Carolina Workforce Development Board: Kimsey Welch – Vocational Education (initial appointment 2002)

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

Agenda Date: February 20, 2012  
Presenter: Jim Hicks  
Agenda Item No. 9  
Board Action Required: Yes

**COUNTY ATTORNEY’S REPORT: Erma Starkey CDBG Foreclosure – 1040 Kite  
Town Road, Vanceboro.**

This is a former CDBG property where the recipient of the grant violated the terms of the same. Subsequently, the County commenced a foreclosure action under the CDBG Note and Deed of Trust. The property was foreclosed and the County was the highest bidder at the sale.

The Board has previously attempted to sell the property by advertisement for sealed bids. No bids were received, and the Board elected to list the property on the MLS.

Attachment #9 is an offer to purchase the property, for the sum of \$18,000, with closing on March 2, 2012. Although the County has had the property appraised for \$36,800, the interior of the property is in extremely poor condition and is in need of extensive repairs. The exterior also suffers from deferred maintenance issues.

As all net proceeds of a sale must be returned to the State, combined with the condition of the property, I recommend that the Board of Commissioners accept this offer. Such approval must be conditioned upon the State’s approval of the sales price and net proceeds.

**Board Action: Consider approval of County Attorney’s recommendation**

Agenda Date: February 20, 2012  
Presenter: Jack Veit  
Agenda Item No. 10  
Board Action Required: Yes

## COUNTY MANAGER'S REPORT

### A. BUDGET AMENDMENT

County Manager, Jack Veit, will present the following budget amendment:

#### ***Non Departmental***

Budget \$50,000 from Department of Commerce grant for appropriation to local legal counsel to provide consulting services to defend the base at Cherry Point and FRC East.

**Board Action: A roll call vote will be necessary for approval**

### B. AGREEMENT FOR PARTICIPATION IN THE STATEWIDE MISDEMEANANT CONFINEMENT PROGRAM

Mr. Veit will present the agreement contained in Attachment #10.B. along with an executive summary.

**Board Action: Consider approval to enter into the agreement**

Agenda Date: February 20, 2012  
Presenter: \_\_\_\_\_  
Agenda Item No. 11

## **COMMISSIONERS' REPORTS**

Agenda Date: February 20, 2012  
Presenter: \_\_\_\_\_  
Agenda Item No. 12

**CLOSED SESSION**

The Board will be requested to go into closed session pursuant to NCGS 143-318.11(a)(5) relative to property acquisition.