

**AGENDA**  
**CRAVEN COUNTY BOARD OF COMMISSIONERS**  
**REGULAR SESSION**  
**MONDAY, MARCH 19, 2012**  
**8:30 A.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE MINUTES OF MARCH 5, 2012 REGULAR SESSION AND FEBRUARY 27, 2012 RECONVENED SESSION

1. TAX RELEASES AND REFUNDS: Ronnie Antry, Tax Administrator
2. N.C. DEPARTMENT OF TRANSPORTATION SECONDARY ROADS PROGRAM: Reed Smith, District Engineer and Neil Lassiter, Division Engineer
3. UPDATE ON “LESS MEANS MORE” CAMPAIGN: Rusty Hayes, Water Superintendent and Linda Stauch, Consultant
4. UPDATE ON ADULT PRIMARY CARE CLINIC: Scott Harrelson, Health Director
5. CHILD ABUSE PREVENTION MONTH PROCLAMATION
6. PLANNING DEPARTMENT MATTERS
  - A. CDBG – Willis Landing Waterline Bid Award: Don Baumgardner, Planning Director
  - B. Road Addition Request: Don Baumgardner
  - C. Regional Hazard Mitigation Plan: Landin Holland, Holland Consulting Planners
7. CRAVEN 300<sup>TH</sup> UPDATE: Gwen Bryan, Chair, Craven 300<sup>th</sup> Committee
8. BUDGET AMENDMENTS: Rick Hemphill, Assistant County Manager Finance/Administration
9. APPOINTMENTS
  - A. Pending Appointments
  - B. Current Appointments
  - C. Upcoming Appointments

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

Agenda Date: March 19, 2012  
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: March 19, 2012  
Presenters: Neil Lassiter, Reed Smith  
Agenda Item No. 2  
Board Action Required: Yes

**N.C. DEPARTMENT OF TRANSPORTATION SECONDARY ROADS PROGRAM**

NCDOT Division Engineer, Neil Lassiter, and District Engineer, Reed Smith, will present the 2011-2012 Department of Transportation Secondary Road Improvement Program that is proposed for Craven County. Details of the proposed projects and maps can be found in Attachment #2, which has also been posted on the County's primary bulletin board for several weeks.

**Board Action: A vote to approve the Road Improvement Program**

Agenda Date: March 19, 2012  
Presenters: Rusty Hayes, Linda Staunch  
Agenda Item No. 3  
Board Action Required: No

### **UPDATE ON “LESS MEANS MORE” CAMPAIGN**

The Less Means More Steering Committee will provide an update to the Board on the past accomplishments and future goals and action steps included in the current Craven County Water Conservation Plan.

**Board Action: None; receive information**

Agenda Date: March 19, 2012  
Presenter: Scott Harrelson  
Agenda Item No. 4  
Board Action Required: No

### **UPDATE ON ADULT PRIMARY CARE CLINIC**

Health Director, Scott Harrelson, will present an update on the Adult Primary Care Clinic. When the clinic was approved, the Board requested that periodic reports be provided. Daily profit/ loss figures will be included in the report.

**Board Action: None; receive information**

Agenda Date: March 19, 2012  
Presenter: \_\_\_\_\_  
Agenda Item No. 5  
Board Action Required: Yes

### **CHILD ABUSE PREVENTION MONTH PROCLAMATION**

Attachment #5 is a proclamation of April as Child Abuse Prevention Month in Craven County, which has been requested by the Guardian Ad Litem Program. This has traditionally been observed by the Board of Commissioners each year.

**Board Action: Consider a motion and vote to adopt proclamation**

## PLANNING DEPARTMENT MATTERS

### A. CDBG – WILLIS LANDING WATERLINE BID AWARD

Sealed bids for the proposed Willis Landing Waterline Project were opened at 10:00 AM on February 28, 2012, at the Craven County Planning Department. Six bids were opened and tabulated by Appian Engineers, P.A. The certified bid tabulation is attached.

It has been recommended by Appian Engineers, P.A. that the Board award the construction contract to the low bidder, James L. Cayton Utilities, Inc. The letter of recommendation from Appian Engineers, P.A. is shown as Attachment #6.A, along with the bid tabulation.

No County funds are needed for this project, it will be 100% grant funded.

**Board Action: Consider approval of recommendation to award Willis Landing Waterline Project to Cayton Utilities as the lowest bidder.**

### B. ROAD ADDITION REQUEST

Attachment #6.B is a road addition resolution requesting that the Board of Commissioners approve Creek Spring Drive and Distant Creek Court to be turned over to the State of North Carolina for maintenance. The resolution, once passed, will be forwarded to NCDOT for their final consideration and acceptance of the road to the State Maintenance System.

**Board Action: A vote by the Board of Commissioners is needed to approve the standard SR2 Road Addition Resolution.**

### C. REGIONAL HAZARD MITIGATION PLAN

Craven County is working with North Carolina Emergency Management (NCEM) in an effort to develop a Regional Hazard Mitigation Plan to include Craven, Beaufort, Carteret, and Pamlico Counties. This effort will result in the development of a plan that not only addresses each county's individual needs, but provides the region with a tool to strengthen mitigation and overall service delivery of emergency management functions.

In order to facilitate this effort, Craven County will serve as the lead county and will have to secure a Memorandum of Understanding (MOU's) from each participating county prior to the NCEM and Federal Emergency Management Agency (FEMA) defined application deadline of April 13th, 2012.

The counties of Craven, Pamlico, Beaufort and Carteret and their incorporated jurisdictions propose to develop the Regional Hazard Mitigation Plan jointly. This plan will incorporate four multi-jurisdictional hazard mitigation plans into one regional plan. The four counties shall collaborate to develop a Regional Hazard Mitigation Plan to be adopted by each county's constituent municipalities in order to remain in compliance with the local hazard mitigation planning standards contained in 44 CFR 201.6, as required by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management (NCEM). This process will require close collaboration among the counties and staff, as well as an extensive public outreach effort. Detailed strategies will be developed to serve the needs of each participating jurisdiction, as well as the region overall.

The Regional Hazard Mitigation Plan will serve as the required five-year update for each jurisdiction. The regional plan initiative was initiated through submittal of a Letter of Interest to NCEM. Counties must participate in the plan update process in order to remain in compliance with the Disaster Mitigation Act of 2000. This ***federal mandate requires jurisdictions to maintain a current hazard mitigation plan in order to receive public assistance funding*** following a natural or man-made disaster. Although Craven County recently adopted its current plan (June 2010), the State is working to secure Hurricane Irene grant funding to pay for this regional planning effort. It is anticipated that by the time the funding is available, and the process is carried out, the County will be approaching the five-year deadline defined in the recently adopted document. If this project is funded through grant money stemming from Hurricane Irene, there will be no matching funds required on behalf of Craven County or the other participating jurisdictions. We have been advised that no individual County Hazard Mitigation plans will receive grant funds; only region multi-county plans will get grants to prepare plans.

**Board Action: Support staff in moving forward to apply for funding of the Regional Hazard Mitigation Plan.**

Agenda Date: March 19, 2012  
Presenter: Gwendolyn Bryan  
Agenda Item No. 7  
Board Action Required: Yes

### **CRAVEN 300<sup>TH</sup> UPDATE**

An update to the Board on the status of Craven County's 300<sup>th</sup> anniversary observance will be provided. Included will be a request for adoption of the resolution that appears as Attachment # 7, petitioning the North Carolina Department of Transportation to place additions to the four existing welcome signs entering the County on primary roads. The County would be required to pay for the fabrication and placement of the signs, which may cost up to \$500 per sign depending upon the design and size; however, they could remain in place permanently. The cost for the current welcome signs is \$500, but the proposed additions would be considerably smaller. Attachment #7 also contains examples of similar signage and proposed verbiage. If the Board adopts the resolution, the process from DOT approval to placement of the signs will require approximately three months.

**Board Action: Consider a motion and vote to adopt resolution**

Agenda Date: March 19, 2012  
Presenter: Rick Hemphill  
Agenda Item No. 8  
Board Action Required: Yes

## **BUDGET AMENDMENTS**

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

**Amendments:** DSS Mandated Public Assistance – Additional funding of \$19,000 has been allocated to DSS for the Low-Income Home Energy Assistance Program (LIEAP). Funding is 100 % Federal requiring no County match.

DSS Adult Services – Budget \$ 3,750 additional Family Caregiver funding. These funds are from the Division of Aging and are to be utilized for the Adult Services in Home Program. Funding is 100% reimbursable requiring no County match.

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

Agenda Date: March 19, 2012  
Presenter: \_\_\_\_\_  
Agenda Item No. 9  
Board Action Required: Yes

## **APPOINTMENTS**

- A. Pending Appointments
- B. Current Appointments
- C. Upcoming Appointments

**A. PENDING APPOINTMENT(S):**

**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:

**(There are six vacancies remaining.)**

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

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

**Attachments:**

**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):**

**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)
- George Norris (2012)
- Bill Pope (1996)
- Ronald Saggio (2012)
- Jimmy Smith (2009)
- Jerry Stapleford (1999)
- Drew Willis(1996)

**B. CURRENT APPOINTMENT(S) - MARCH**

**Cove City/Craven County Library Board of Trustees**

AUTHORIZATION: General Statute (153-250.4)

MISSION/FUNCTION: To determine policy of the Library, advise in the preparation of the budget, approve it and work to obtain necessary funds; provide and maintain adequate facilities; monitor relevant legislation

NUMBER OF MEMBERS:

8

\_\_\_\_\_

TYPE:

4 County Appointees

4 City Appointees

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

LENGTH OF TERMS: 6 Years

MEETING SCHEDULE: 1<sup>st</sup> Thursday quarterly, 7:30 p.m. (January, April, July and October)

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

**ATTACHMENTS: Attachment # 9.B. (Applications)**

**Fire Tax Commissioners – District 5**

AUTHORIZATION: N.C.G.S. 69-25.5

MISSION/FUNCTION: To serve in an advisory capacity as representatives of the County Commissioners relative to determining the amount of fire protection needed in their respective districts, assuring that district residents are afforded fire protection commensurate with the amount of fire tax paid, and furnishing said protection.

NUMBER OF MEMBERS:

30

\_\_\_\_\_

TYPE:

3 per District

\_\_\_\_\_

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

Must be a qualified voter of the district represented.

LENGTH OF TERMS: 2 Years

**C. UPCOMING APPOINTMENTS:**

**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)

**June**

ABC Board: John “Curly” Brazelton (initial appointment 2000)

Eastern Carolina Council of Governments: James Walker (initial appointment 2011)

Economic Development Commission: Mike Epperson (initial appointment 2009)

North Carolina Eastern Region: Mark Griffin (initial appointment 2010)

Planning Board: Jessie White (initial appointment 1996)

Recreation Advisory Committee: Jeff Cannon (2002), Mike Marks (2001),  
Dennis Smith (2009), Brad White (2006)

Coastal Carolina Airport Authority: Curtis Bare (1991), Royce Jordan (1997), Kenny  
Morris (2011)

Tourism Development Authority: Barbara Dotterer (hospitality; initial appointment 2007)

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

Agenda Date: March 19, 2012  
Presenter: Jim Hicks  
Agenda Item No. 10

## **COUNTY ATTORNEY'S REPORT**

## COUNTY MANAGER'S REPORT

### A. PROPOSED AMENDMENT OF REDUCTION IN FORCE POLICY

Attached for your consideration is an amended copy of the "Craven County Reduction in Force Policy." (Attachment #11.A.) This policy outlines the criteria to be followed when a reduction in force becomes necessary. Changes include additional details to some criteria and a section providing employees who are to be laid off, preferential consideration for County vacancies. All additions are underlined and in italics.

The criterion used to determine which positions should be eliminated remains the same. However, I have expanded upon these priorities to ensure the clarity of the policy.

An addition to the second paragraph is necessary to ensure that the permanent full time employee who is requesting to assume the position of a part time or temporary employee is qualified to perform the duties of the position he/she is requesting.

Item A. has been amended to expound on the quality of the employee's past performance as it relates to determining which employee would be of the greatest value to the department and County.

The last paragraph has been added to ensure that any employee(s) that has been targeted for lay off is given preferential consideration for any County vacancies.

We feel the revised policy is more comprehensive and clarifies the criteria which must be followed in the event a reduction in force becomes necessary. Additionally, we believe that by adopting a more comprehensive policy the interests of the County and its employees are better protected.

I ask that you consider approval of this amended policy to become effective immediately.

### B. RECOMMENDATION OF MONUMENT

The Board received a request at its last meeting from the Military Order of the Purple Heart for placement of a monument on County grounds. County Manager, Jack Veit, was directed to survey the grounds with the representatives to identify an appropriate location. He will provide a recommendation to the Board for the site, which is shown as Attachment # 11.B.

Agenda Date: March 19, 2012  
Presenter: \_\_\_\_\_  
Agenda Item No. 12

## **COMMISSIONERS' REPORTS**