

**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**

## CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 03/19/2012

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
BEARD, EARL M L BOAT SITUS NOT IN CRAVEN COUNTY	0069044 2012-0090012	348.35
BEST, JESSIE JR & BEST, LESTER DWELLING UNOCCUPIED SINCE 2005	0031164 2011-0004668	37.26
COOMBS, BENJAMIN LOUIS SR DOUBLE BILLED-SEE ACCT 1637	0013563 2011-0012008	179.44
CRUZ, LUIS DID NOT OWN 1/1/2010	0068110 2010-0012094	47.85
CRUZ, LUIS DID NOT OWN 1/1/2011	0068110 2011-0013353	43.68
DECAMP, JEFFREY SCOTT DOUBLE BILLED-SEE ACCT # 72354	0087453 2011-0014771	217.94
DEMORE, MICHAEL KEVIN BOAT SITUS NOT IN CRAVEN COUNTY	0075117 2011-0014979	74.53
FRAZIER, BRIAN DID NOT OWN 1/1/2010	0083981 2010-0018097	54.98
FRAZIER, BRIAN DID NOT OWN 1/1/2011	0083981 2011-0019978	49.88
GARRIS, KENNETH LESTER HEIRS DID NOT OWN 1/1/2011	0086853 2012-0090020	963.61
HARRIS, JAMES A DID NOT OWN 1/1/2008	3177700 2008-0024923	30.23
HARRIS, JAMES A DID NOT OWN 1/1/2009	3177700 2009-0024992	52.13
HARRIS, JAMES A DID NOT OWN 1/1/2010	3177700 2010-0022801	46.29
HARRIS, JAMES A DID NOT OWN 1/1/2011	3177700 2011-0025271	42.28

## CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 03/19/2012

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
HOLLOWAY, ELLIS CHARLES DID NOT OWN 1/1/2010	0022292 2010-0024912	17.76
HOLLOWAY, ELLIS CHARLES DID NOT OWN 1/1/2011	0022292 2011-0027610	56.42
JANES, MICHAEL THOMAS MILITARY EXEMPTION	0086635 2011-0029610	19.32
JONES SEAFOOD TRUCKING & FENCE DID NOT OWN ASSETS 1/1/2010	0085233 2010-0027529	49.96
JONES SEAFOOD TRUCKING & FENCE DID NOT OWN ASSETS 1/1/2011	0085233 2011-0090708	46.00
KOONCE, LINSTER JUNIOR DOUBLE BILLED-SEE ACCT 297625	0086777 2011-0032784	156.75
MARTIN, CLINTON LEE MILITARY EXEMPTION	0087808 2011-0036821	27.18
MARTIN, JEANNINE GEORGIA DID NOT OWN BOAT 1/1/2011	0087533 2011-0036863	61.96
PERRY, LILLIE C DWELLING VACANT SINCE 2005	5659905 2011-0045157	38.52
ROUNTREE, MONROE ET ALS DOUBLE LISTED WITH TICKET # 44543	0024866 2010-0096865	52.94
THOMAS, INA OUT OF BUSINESS 1/1/2011	0089528 2011-0091220	69.02
	25 -CREDIT MEMO(S)	2,784.28

## REFUNDS SUBJECT TO BOARD APPROVAL ON 03/19/2012

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
COOMBS, BENJAMIN LOUIS SR DOUBLE BILLED-SEE ACCT 1637	0013563 2010-0010880	129.18
HARDEE, JOHN ROBERT ANNEXED INTO CITY OF NEW BERN 2/12	0037519 2011-0090613	.11
HARDEE, JOHN ROBERT ANNEXED BY CITY OF NEW BERN 2/2012	0037519 2011-0024477	6.60
HARDEE, JOHN ROBERT ANNEXED INTO CITY OF NEW BERN 2/12	0037519 2011-0090612	.38
HARDEE, JOHN ROBERT ANNEXED INTO CITY OF NEW BERN 2/12	0037519 2011-0024476	23.24
NEWTON, JESSE EARL & LINDA LEE ORDERED BY PROPERTY TAX COMMISSION 3-7-2012	0032736 2010-0038266	296.25
PERRY, LILLIE C DWELLING VACANT SINCE 2005	5659905 2010-0040564	37.98
PERRY, LILLIE C DWELLING VACANT SINCE 2005	5659905 2009-0044367	37.44
PERRY, LILLIE C DWELLING VACANT SINCE 2005	5659905 2008-0043961	37.98
PERRY, LILLIE C DWELLING VACANT SINCE 2005	5659905 2007-0043407	36.99
WOOTEN, ROGER BRUCE & DELORIS LISTED REAL ON ACC NO. 88489	0084955 2011-0064065	94.63
	11 -REFUND(S)	700.78

**Craven County  
2011-2012 Secondary Road Improvement Program**

2011-2012 Estimated Trust Fund Allocation	385,000.00
2011-2012 Estimated Highway Fund Allocation	515,000.00
2011-2012 Estimated Total Allocation	<u>900,000.00</u>

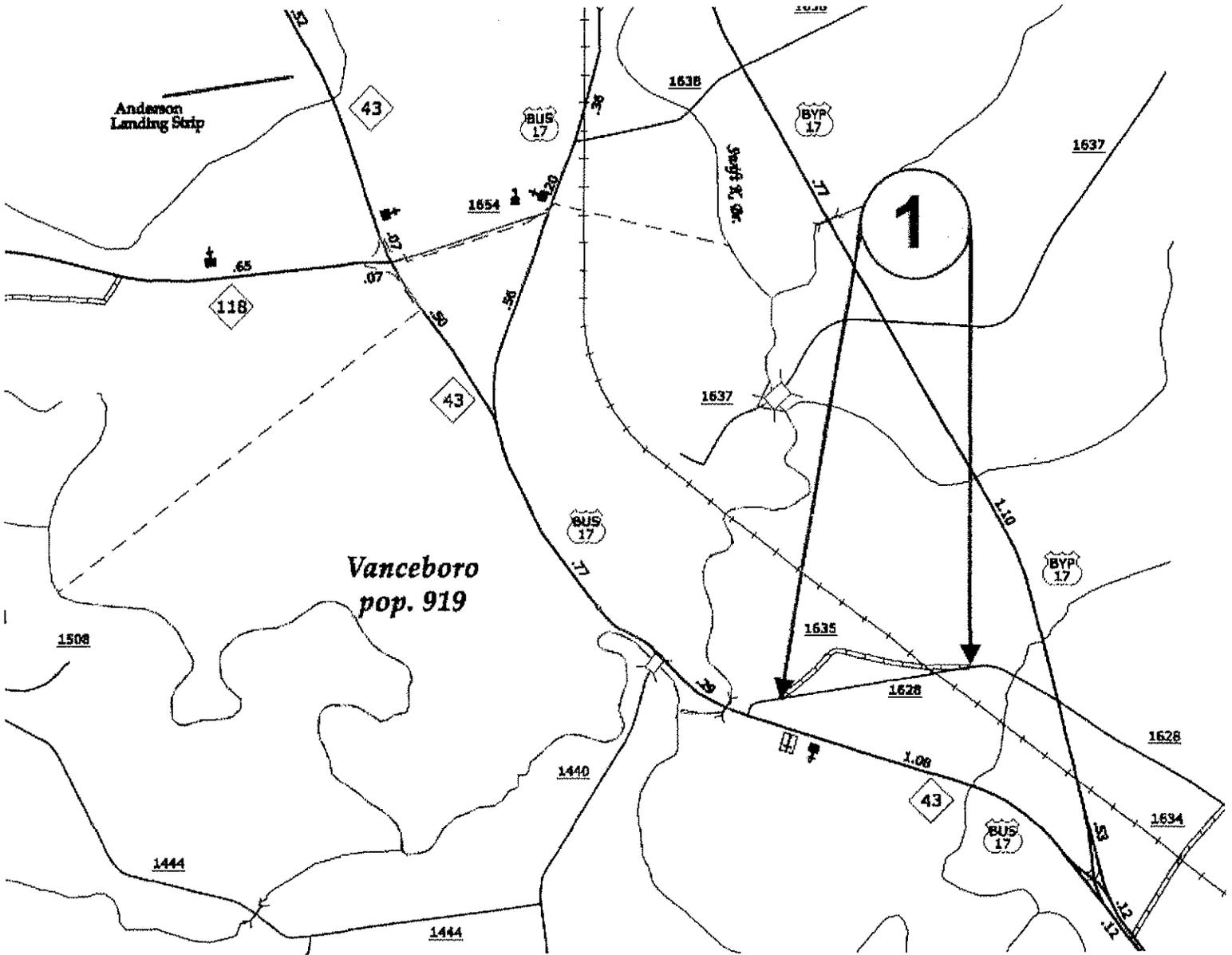
Map No.	Priority No.	SR No.	Local Name	Length	From	To	Proposed Improvements	Estimated Cost
**1	7-R(F)	1635	Brick Kiln Road	0.55	SR 1628	SR 1628	Grade, Drain, Stabilize, & Pave	\$ 250,000.00
2		1369	Industrial Drive	0.83	SR 1225	EOM	FD Patch, Strengthen, Resurface	\$ 200,000.00
		1371	Executive Drive	0.32	SR 1225	EOM	& Turn Lane Construction	
3		1403	Oaks Road	0.35	Water Oak	Morris	Widen from 18-ft. to 22-ft.	\$ 50,000.00
4		1278	Trent Road	2.10	SR 1215	US 17	FD Patching & Pavement Repair	\$ 75,000.00
Maintenance Functions - Stabilization, Pipe Replacement, & Paved Road Improvements								\$ 80,000.00
Road Additions, Overdrafts, Countywide Surveys & Contingencies								\$ 245,000.00

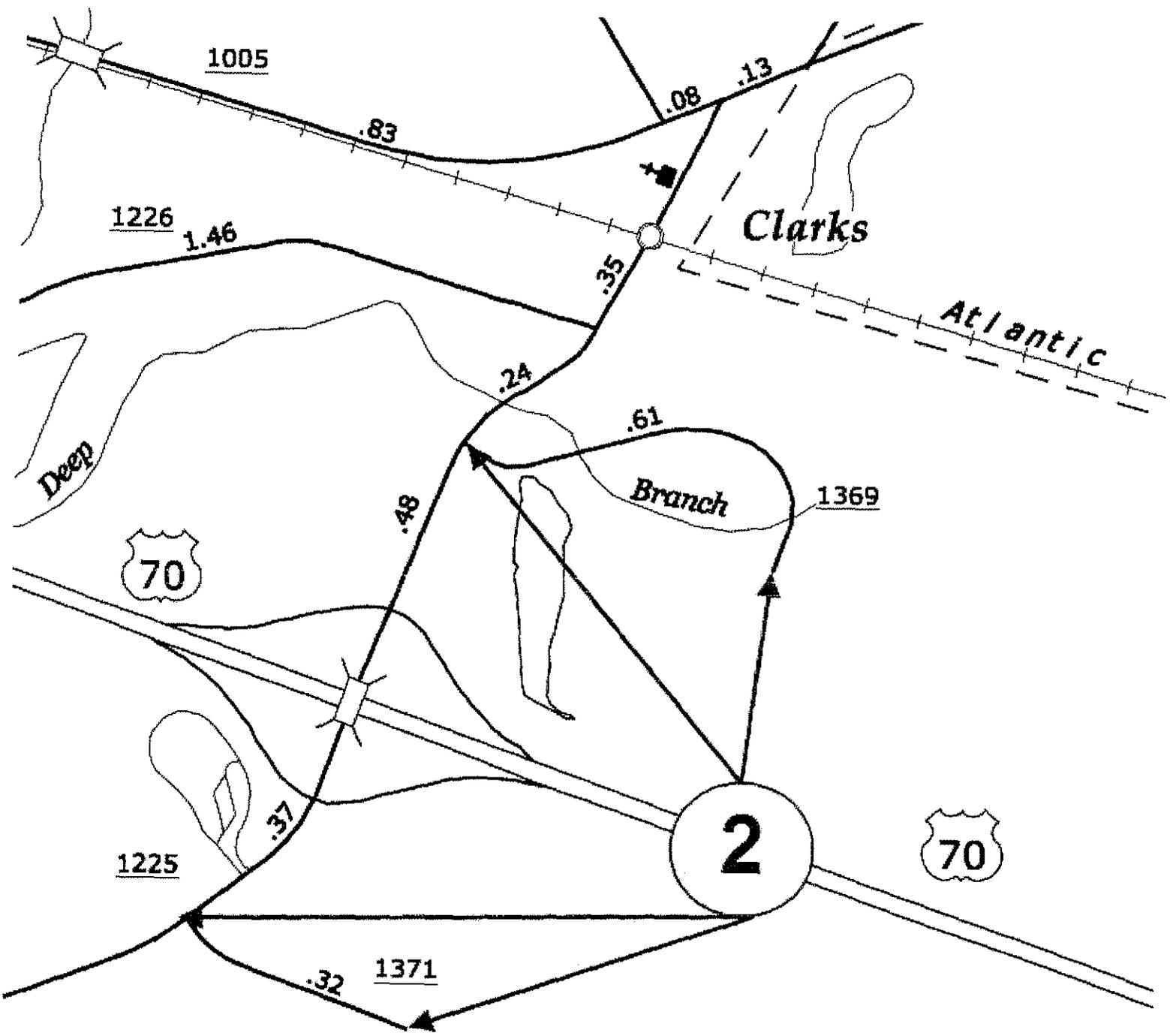
\* Right of Way Existing

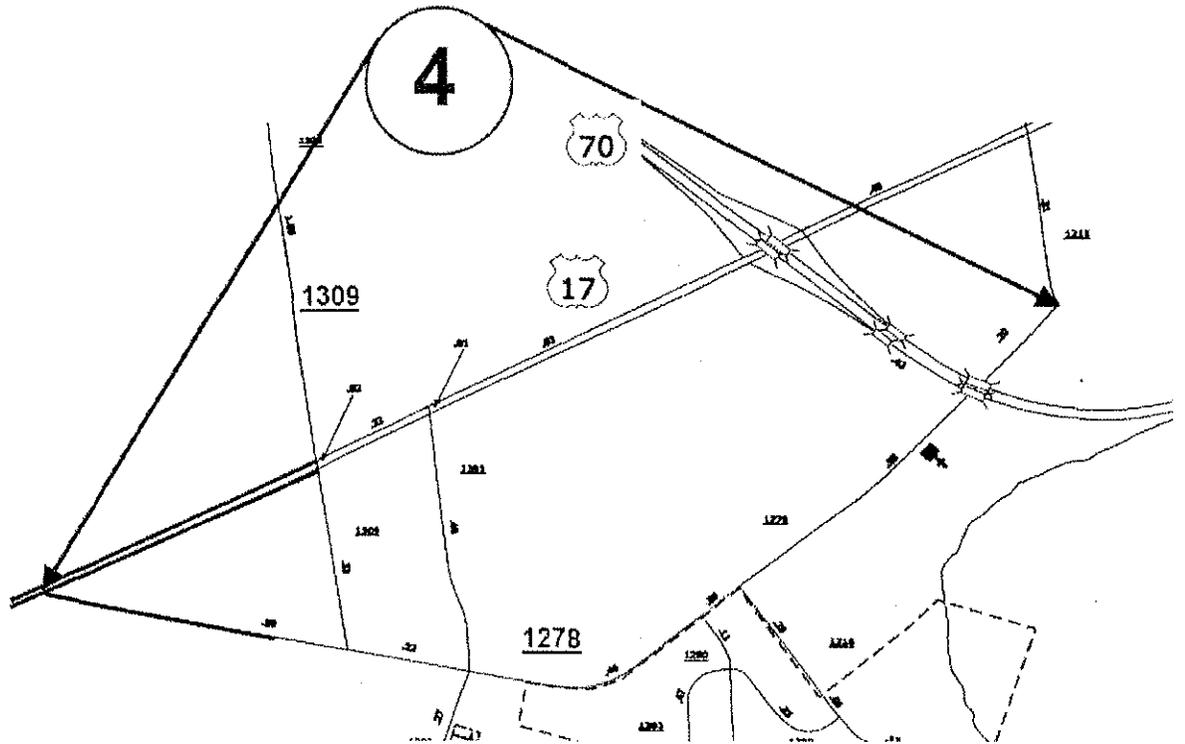
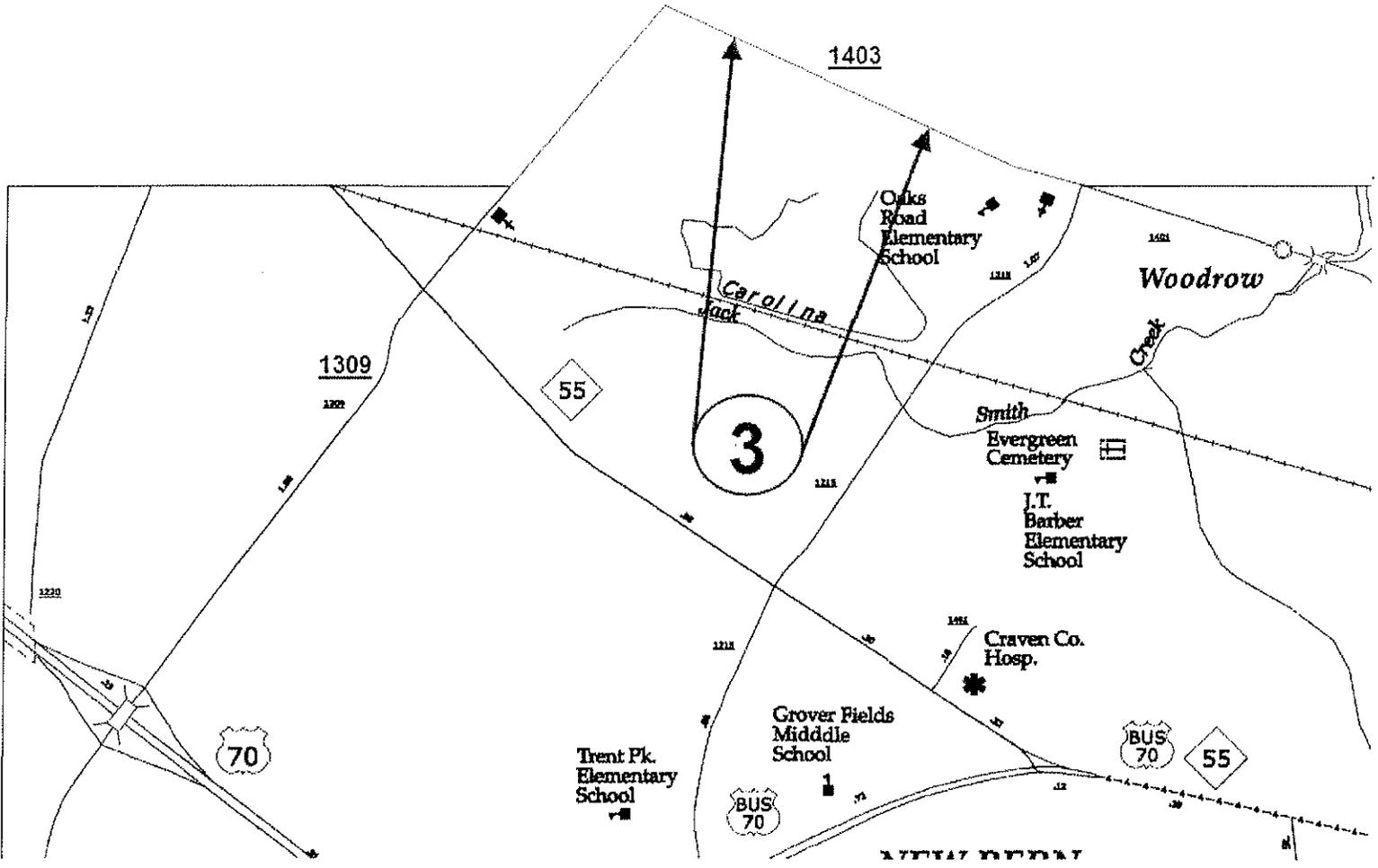
\*\* Right of Way Acquisition Incomplete

Notes:

1. Program subject to availability of funds, right of way, & environmental review. If a project is dropped due to any of these reasons, alternate projects will be set up in priority order.
2. Rural Road Priority #13-R, Catfish Lake Road, was skipped in 1998-99 Program due to request and resolution from County Commissioners
3. Total Est. Cost \$625,000.00 (Other funding: \$78,000 Small Construction; \$130,000 Public Access & \$217,000 Secondary Resurfacing)







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

**WHEREAS**, child maltreatment is a community problem and finding solutions depends on involvement among people throughout the community; and

**WHEREAS**, child maltreatment occurs when parents find themselves in stressful situations without community resources and unable to cope; and

**WHEREAS**, over 100,000 children are reported as abused and neglected children in North Carolina each year; and

**WHEREAS**, the majority of child maltreatment cases stem from situations and conditions that are preventable with the help of an engaged and supportive community; and

**WHEREAS**, the effects of child maltreatment are felt by whole communities, and need to be addressed by the community as a whole; and

**WHEREAS**, child maltreatment not only directly harms children, but also increases the likelihood of criminal behavior, substance abuse, health problems such as heart disease and obesity, and risky behavior such as smoking; and

**WHEREAS**, all citizens should be involved in supporting families in raising their children in a safe, nurturing environment; and

**WHEREAS**, effective child maltreatment prevention programs succeed because of partnerships created among social service agencies, schools, faith communities, civic organizations, law enforcement agencies, and the business community.

**NOW, THEREFORE**, the Board of Commissioners of Craven County, North Carolina, does hereby proclaim April 2012, as Child Abuse Prevention Month in Craven County, North Carolina and call upon the citizens, community agencies, faith groups, medical facilities, and businesses to increase their participation in our efforts to prevent child maltreatment and strengthen the communities in which we live.

Signed this 19th day of March, 2012.

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Lee Kyle Allen, Chairman  
Craven County Commissioners

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Gwendolyn M. Bryan  
Clerk to the Board

# Craven County CDBG – Willis Landing Waterline

**BID DATE:** February 28, 2012

CONTRACTOR	LICENSE NUMBER	BID BOND	BASE BID	ALTERNATE BID A-1 (DEDUCT)	ADDENDUM NO. 1	ADDENDUM NO. 2
James L. Cayton Utilities, Inc.	29341	Yes	\$ 50,959.00	\$ 1,500.00	Yes	Yes
W. O. White, LLC	37896	Yes	\$ 56,216.90	\$ 1,000.00	Yes	Yes
Cieszko Contruction Company, Inc.	2775	Yes	\$ 64,702.50	\$ 2,730.00	Yes	No
Sandy's Hauling & Backhoe Service, Inc.	64254	Yes	\$ 68,627.85	\$ 1,250.00	Yes	Yes
Country Construction Company, Inc.	17853	Yes	\$ 76,740.00	\$ 200.00	Yes	Yes
A.C. Schultes of Carolina, Inc.	48474	Yes	\$ 88,965.00	\$ 5,000.00	Yes	Yes

This is to certify that the bids tabulated herein were publicly opened and read aloud at 10:00 a.m. on the 28th day of February, 2012, at Craven County, 2828 Neuse Boulevard, New Bern, NC and that all of said bids were accompanied by certified checks or bidder's bond except as otherwise noted.



By: David C. Revoir, PE



2.29.12



CONSULTING ENGINEERS, PA

February 29, 2012

**Mr. Don R. Baumgardner**  
**Director of Planning**  
**Craven County**  
**2828 Neuse Boulevard**  
**New Bern, NC 28561**

*Transmission via email*  
*dbaumgardner@cravencountync.gov*

**RE: Craven County CDBG Contingency Infrastructure**  
**Willis Landing Waterline**  
*Letter of Recommendation*

**Dear Don:**

We have reviewed the bid proposal submitted by the low bidder, James L. Cayton Utilities, Inc., checked their math and verified that they hold a valid and current license (No. 29341) to perform the work outlined in the specifications and plans. The bid \$50,959.00, is a good bid. Therefore, it is our recommendation that Craven County consider awarding the contract to James L. Cayton Utilities Inc., in the amount of \$50,959.00.

Respectfully,  
***Appian Consulting Engineers, P.A.***

  
David C. Revoir, PE

**NORTH CAROLINA STATE DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
REQUEST FOR ADDITION TO STATE MAINTAINED SECONDARY ROAD SYSTEM**

North Carolina  
County of Craven

Road Description: Creek Spring Dr. (approx. 1,450') and Distant Creek Ct. (approx. 120')

WHEREAS, the attached petition has been filed with the Board of County Commissioners of the County of Craven requesting that the above described road, the location of which has been indicated in red on the attached map, be added to the Secondary Road System; and

WHEREAS, the Board of County Commissioners is of the opinion that the above described road should be added to the Secondary Road System, if the road meets minimum standards and criteria established by the Division of Highways of the Department of Transportation for the addition of roads to the system.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of the County of Craven that the Division of Highways is hereby requested to review the above described road, and to take over the road for maintenance if it meets established standards and criteria.

**CERTIFICATE**

The foregoing resolution was duly adopted by the Board of Commissioners of the County of Craven at a meeting on the \_\_\_\_ day of \_\_\_\_\_, 2012.

WITNESS my hand and official seal on this the \_\_\_\_ day of \_\_\_\_\_, 2012.

**(Official Seal)**

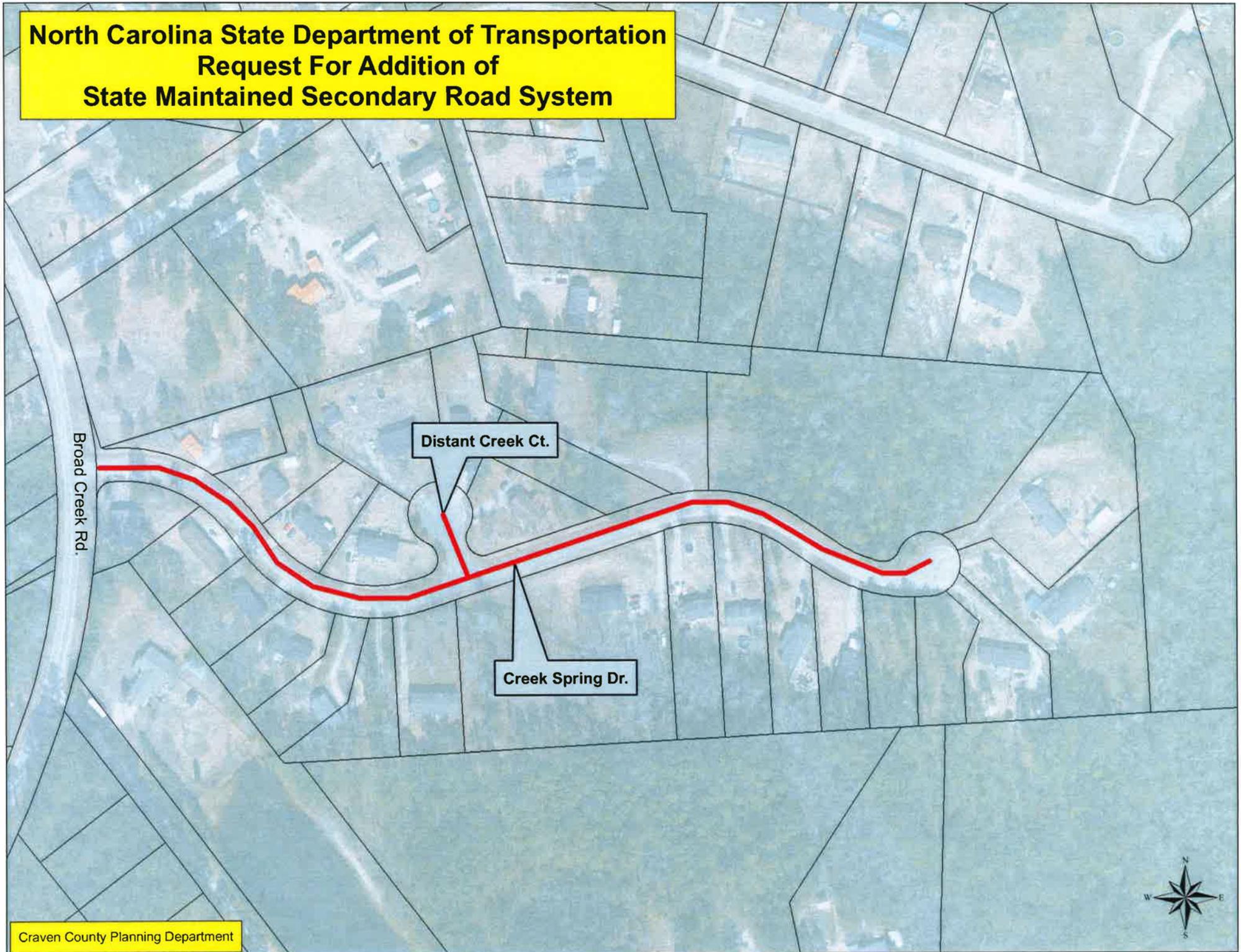
\_\_\_\_\_  
Clerk to the Board of Commissioners  
County of Craven

**PLEASE NOTE:**

**Forward direct with request to the Division Engineer, Division of Highways**

Form SR-2 (3/2006)

**North Carolina State Department of Transportation  
Request For Addition of  
State Maintained Secondary Road System**



**RESOLUTION:  
A REQUEST TO NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION**

**WHEREAS**, Craven County was established in 1712 as Craven Precinct; and

**WHEREAS**, most of North Carolina's counties to the west and south of Craven County are "descendents" of Craven County; and

**WHEREAS**, Craven County is celebrating 300 years in 2012 with events and observances throughout the year.

**NOW, THEREFORE, BE IT RESOLVED** that the Craven County Board of Commissioners requests approval for signs marking this significant milestone, to be placed on existing Craven County "Welcome" signs at two entrances to the county on U.S. Highway 17, and two on U.S. Highway 70.

**BE IT FURTHER RESOLVED** that the four signs should remain in place after the year of celebration.

Adopted this 19<sup>th</sup> day of March, 2012.

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Lee Kyle Allen, Chairman  
Craven County Board of Commissioners

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Gwendolyn M. Bryan  
Clerk to the Board



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By [J. Stephen Conn](#)  
J. Stephen Conn + Add Contact

This photo was taken on February 4, 2009 in Bridgeton, North Carolina, US, using a Kodak DX6490 Zoom.



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**Pamlico County Line**

Entering Pamlico County from Craven County, North Carolina, on NC-55.

**Comments and faves**



[jimmywayne](#) (30 months ago)  
So land and sky don't meet the water elsewhere?

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<b>1712</b>	<b>300 YEARS</b>	<b>2012</b>
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(Craven County)

# Volunteer Board Information and Interest Sheet Craven County, North Carolina

Names of board, committee, authority, etc., in which you are interested. Please list in order of priority:

Cove City Library

Name: Mary Hall Home Phone: 252 638-8739

Home Address: P O Box 41

City: Cove City Zip Code: 28523

Township: 3 City Limits:  Yes  No

Occupation: teacher Business Phone: 252 514-6466

Place of Employment: Craven County Schools Fax Number: \_\_\_\_\_

E-mail Address: m-e-hall@hotmail.com

(Please indicate your preferred contact number.)

### Education

master of Curriculum / Instruction  
master of School Administration  
BS in Elementary Education

### Business and Civic Experience

21 years of teaching (reading)

### Areas of Expertise, Interest, Skills

technology traveling  
reading  
cooking

### Why do you want to serve?

I understand the importance of reading. I feel that the library is a vital part of the community.

(A resume may be attached to this form, but will not be accepted in lieu of the form.)

Date: 3/6/2012

Mary Hall  
Signature

The Craven County Board of Commissioners sincerely appreciates the interest of all citizens in serving their county. For more information on the responsibilities of various boards, you may view the on-line board descriptions or contact the County Clerk's Office at (252) 836-8601. RETURN FORM TO: CRAVEN COUNTY CLERK, 406 CRAVEN STREET, NEW BERN, NC 28560. The form may also be sent via e-mail (gbryan@cravencountync.gov) or fax: (252) 637-0526.

This form will remain active until two years after date received.

For Internal Use Only

Date Received: 3-6-12

Form is active until: 3-6-14 (two years after date received)

Received by: DMP (initials)

Reviewed by the following Commissioners. Please initial and add "PA" if you are personally acquainted with the individual.

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(For County)

### Volunteer Board Information and Interest Sheet Craven County, North Carolina

Names of board, committee, authority, etc., in which you are interested. Please list in order of priority:

Cove City Library Board

Name: Patricia B. Wood Home Phone: 252-633-2106  
 Home Address: 2600 Wintergreen Rd.  
 City: Cove City, NC Zip Code: 28523  
 Township: \_\_\_\_\_ City Limits:  Yes  No  
 Occupation: Retired Business Phone: \_\_\_\_\_  
 Place of Employment: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 E-Mail Address: rapwood@centurylink.net  
 (Please indicate your preferred contact number.)

Education

Graduate of Pamlico Co. High School  
Craven Community College

Business and Civic Experience

Teacher Assistant at James W. Smith for 20 yrs.

Areas of Expertise, Interest, Skills

Reading, Calligraphy, Family

Why do you want to serve?

To help our community grow and prosper.  
Will assist the library personnel any way I can.

(A resume may be attached to this form, but will not be accepted in lieu of the form.)

Date: 3-6-12

Patricia Wood  
Signature

The Craven County Board of Commissioners sincerely appreciates the interest of all citizens in serving their county. For more information on the responsibilities of various boards, you may view the on-line board descriptions or contact the County Clerk's Office at (252) 636-6601. RETURN FORM TO: CRAVEN COUNTY CLERK, 406 CRAVEN STREET, NEW BERN, NC 28560. The form may also be sent via e-mail ([gbryan@cravencountync.gov](mailto:gbryan@cravencountync.gov)) or fax: (252) 637-0526.

*This form will remain active until two years after date received*

For Internal Use Only

Date Received: 3-6-12

Form is active until: 3-6-14 (two years after date received)

Received by: AMP (initials)

Reviewed by the following Commissioners. Please initial and add "PA" if you are personally acquainted with the individual.

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**ARTICLE VIII. SEPARATION, DISCIPLINARY ACTION AND REINSTATEMENT.**

**Section A. Types of Separation - Reduction in Force**

In the event that a reduction in force becomes necessary, consideration shall be given to the quality of each employee's past performance, need for his service, and seniority in determining those employees to be retained. Employees who are laid off because of reduction in force shall be given at least a one pay period notice of anticipated lay-off.

The duties performed by any employee laid off may be reassigned to other employees already working who hold positions in the appropriate classes. No permanent full time employee will be laid off while another person in a classified position is employed on a part time or temporary basis in the same class unless the permanent employee is not willing to transfer to the position held by the non-permanent employee, or the permanent employee does not have the knowledge, skills, ability or other qualifications required to perform the work of the alternate position.

In the event that a reduction in force becomes necessary, consideration shall be given as follows:

Determination of Reductions - The determination of positions to be eliminated or employees subject to layoff is to be based on (listed in priority order from highest to lowest):

A. The quality of employee's past performance. This includes evaluating not only an incumbent's performance in his existing job but also considers the talent, performance and versatility of others within the work unit who could provide a greater benefit to the organization. The individuals selected for layoff may or may not be the current incumbent of the position to be eliminated.

B. The need for the employee's services.

C. Seniority.

The more advance notice the department can provide, the better the opportunity to minimize any negative impact on employees. In no event shall employees who are laid off because of reduction in force be given any less than one pay period notice of anticipated lay-off.

Where possible, employees whose performance is in good standing and who occupy positions that have been targeted for elimination will be given preference in consideration for County vacancies that are to be filled. This will take the form of having an opportunity to interview for such vacancies, if basic qualifications are met, without competition from other potential applicants (except other employees so identified). The hiring official is under no obligation to select the employee, but may do so without advertising if the employee is an acceptable choice.

SEPARATION, DISCIPLINARY ACTION AND REINSTATEMENT

Reduction in Force

In the event that a reduction in force becomes necessary, consideration will be given to the quality of each employee's past performance, the need for his service, and seniority in determining those employees to be retained. Employees who are to be laid off because of reduction in force will be given at least one pay period notice of anticipated lay-off.

The duties performed by any employee laid off may be reassigned to other employees already working who hold positions in the appropriate classes. No permanent, full-time employee will be laid off while another person in a classified position is employed on a part-time or temporary basis in the same class.

FEE SCHEDULE	
[ ]	\$20 Standard Application (minor)
[ ]	\$25 Standard Application (major)
[ ]	\$100 Projects Requiring Design Review*
[ ]	\$150 Special Meeting Request**
[ ]	\$75 Post project review**
*Includes standard application fee	
**In addition to application fee	



Administrator  
 Michael Avery, AICP  
 (252) 639-7581  
 averym@newbern-nc.org  
 Fax: (252) 636-2146

**APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS**

MAJOR WORK or  MINOR WORK\*

To determine if your project is minor works, please see the City Planner (252) 639-7583.

(Please complete ALL blanks as incomplete applications cannot be considered.)

APPLICANT: Craven County / Jack B. Veit III, County Manager  
 PROJECT ADDRESS: 406 Craven Street, New Bern  
 MAILING ADDRESS: 406 Craven Street, New Bern, NC 28560  
 TELEPHONE NUMBER: HOME N/A WORK 252-636-6601  
 FAX: 252-637-0526 EMAIL: jveit@cravencountync.gov  
 PROPERTY OWNER: Craven County  
 OWNER'S MAILING ADDRESS: 406 Craven Street, New Bern, NC 28560

THIS PROJECT REQUIRES A PRE-APPLICATION REVIEW: YES  NO

(Pre-application review is required for all projects exceeding a cost of \$10,000 and/or involving new construction projects with a minimum square footage of 1,000 sq.ft.)

**INSTRUCTIONS:**

- In the space provided or on additional sheets, describe the nature and extent of the proposed work. Include a listing of materials and dimensions when applicable. Provide sufficient detail to allow the Historic Preservation Commission (HPC) to make an informed decision regarding appropriateness. Please note that the design, materials, and details you submit in this application should be as you intend to build exactly, modifications from this design may result in delays of building permits or certificate of occupancy.
- For each specific type of activity, attach the following materials: (Check the applicable category).

**EXTERIOR ALTERATION:** Photograph(s) and sketch(es) showing existing conditions and proposed changes for each affected area.

**NEW CONSTRUCTION:** a) Plot plan showing all new construction on proposed site; b) preliminary or final drawings showing proposed design of new construction or new addition (elevation required); c) descriptions, samples, and specifications indicating materials and textures used on exterior construction; and d) statement by owner of how proposed new construction meets the intent of the HPC's design guidelines for projects involving new buildings with more than 1,000 square feet.

\_\_\_\_ **SIGNAGE:** a) Photograph of building or site affected; b) sketch, drawing or photograph of proposed sign design with pertinent dimensions and materials description; c) sketch, plot plan, or description of proposed sign location on building or site; and d) plot plan showing building and lot dimensions (necessary to determine allowable sign area).

\_\_\_\_ **MOVING/DEMOLITION:** a) Photographs of building to be moved or demolished (include photos of all elevations and at least one street scape photo); b) written description of reason for move or demolition; and c) for moving requests, a photograph of proposed site for relocated building and a plot plan showing exact building location with pertinent dimensions.

\_\_\_\_ **LANDSCAPING:** a) Brief narrative description of proposed work with listing of proposed plantings and other landscape features; and b) plot plan showing proposed landscape features and materials.

**OTHER:** Attach explanatory material as applicable.

**PROJECT DESCRIPTION (Include one to two sentences here. Attach additional sheets if necessary):** Purple Heart monument

The proposed placement of the monument is in the grassy area just off the bricked plaza beside the County Administration Building leading to the Courthouse. The plaza currently extends into a short walkway which leads to nowhere since the Pugh Building was demolished. The monument will be placed at the end of this short walkway.

**The following must be provided by applicant (please initial all blanks to indicate a complete application packet):**

JBT This fully complete, original application and all necessary sketches, drawings, photos, etc with dimensions on 8-1/2" X 11" or 11" X 17" paper; and

JBT Eleven (11) collated copies of application packet (to make a total of 12 copies)\*\*. Un-collated packets or those missing copies will be returned to the applicant.

\*\*Note: Items classified Minor Works need not provide multiple copies.

**APPLICATION SHOULD BE SUBMITTED TO THE PLANNING & INSPECTIONS MAIN OFFICE ON THE 3<sup>RD</sup> FLOOR OF THE DUNN BUILDING. FOR FURTHER INFORMATION, CONTACT THE ADMINISTRATOR OF THE HISTORIC PRESERVATION COMMISSION AT (252) 639-7580.**

I affirm that all the information included in this application is true to the best of my knowledge. I understand that incomplete applications cannot be considered. I allow the proposed project site to be videotaped for review purposes.

Jack B. Vert  
Signature of applicant

3-12-2012  
Date





### 406 Craven Street

Craven County does NOT warrant the information shown on this map and should be used ONLY for tax assessment purposes.

*Proposed Placement of monument*

1 inch equals 72 feet



# Delasi Enterprises BONA-FIDE MEMORIALS AND LETTERING SERVICE

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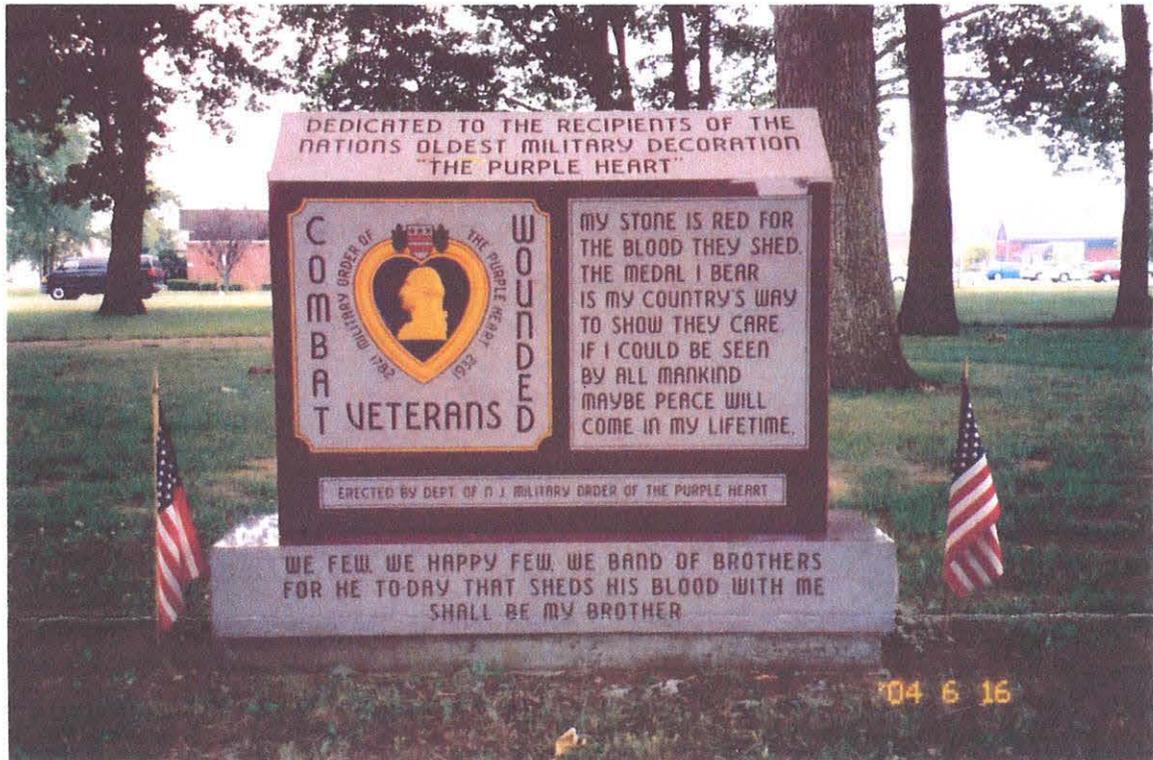
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Contact  
Peter F. De Iasi

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SPECIAL COLORING & LETTERED.

BASE: POLISHED FLAT TOP, STEELED (SMOOTH) FRONT (FOR  
EXTRA LETTERING OR EMBLEMS) BALANCE ROCK

5-0x1-4x0-8