

AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, MAY 21, 2012
8:30 A.M.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE MINUTES OF MAY 7, 2012 REGULAR SESSION AND
MAY 14, 2012 RECONVENED SESSION

1. TAX RELEASES AND REFUNDS: Ronnie Antry, Tax Administrator
2. TAKE-A-KID-FISHING FOUNDATION RELEASE: Kent Flowers,
Social Services Director
3. REQUEST FOR HEALTH FEE ADJUSTMENTS: Scott Harrelson,
Health Director
4. HIGHWAY 17 ASSOCIATION REPORT: Marc Finlayson,
Executive Director
5. FINANCE MATTERS
 - A. Budget Amendments and Ordinance Update: Rick Hemphill,
Assistant County Manager,
Finance/Administration
 - B. McGladrey & Pullen Planning Letter: Lou Cannon/Gary Ridgeway
6. TRASH STICKER PRICE RECOMMENDATION: Gene Hodges,
Assistant County Manager, Operations/Facilities
7. PLANNING MATTERS: Don Baumgardner, Planning Director
 - A. Request to Set Public Hearing
 - B. Road Addition Request: Apple Drive
 - C. Road Addition Request: Harvest Boulevard and Grist Mill Drive
 - D. Road Addition Request: Satterfield Drive
8. CRAVEN COUNTY COMMUNITY CHILD PROTECTION TEAM ANNUAL
REPORT: Terry Brubaker, Program Manager

9. APPOINTMENTS
 - A. Pending Appointments
 - B. Current Appointments – May
 - C. Upcoming Appointments – June
 - D. Upcoming Appointments – July

10. COUNTY ATTORNEY’S REPORT: Jim Hicks

11. COUNTY MANAGER’S REPORT: Jack Veit

12. COMMISSIONERS’ REPORTS

RECESS TO RECONVENE AT COOPERATIVE EXTENSION

Agenda Date: May 21, 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: May 21, 2012
Presenter: Kent Flowers
Agenda Item No. 2
Board Action Required: Yes

TAKE-A-KID-FISHING FOUNDATION RELEASE

Craven County Department of Social Services is requesting that the Chairman execute a release to facilitate participation in the "Take a Kid Fishing" program, as previously done as a routine matter. A copy of the release appears as Attachment #2.

Board Action: Authorize Chairman to sign the release

Agenda Date: May 21, 2012
Presenter: Scott Harrelson
Agenda Item No. 3
Board Action Required: Yes

REQUEST FOR HEALTH FEE ADJUSTMENT

The Health Department is requesting the following fee increases due to an increase in the Medicaid reimbursement rate.

<u>Procedure Code/Description</u>	<u>Current Rate</u>	<u>Medicaid Reimbursement Rate</u>	<u>Proposed Rate</u>
J7303FP/Mirena Intra uterine device; long acting contraceptive lasting up to five years	\$478.00	\$745.23	\$746.00
J7307FP/Implanon Long acting contraceptive device that is implanted under the skin, lasting three years	\$578.00	\$698.99	\$700.00

It is requested that the above rates be effective April 4, 2012.

Board Action: Consider approval of requested fee increases

Agenda Date: May 21, 2012
Presenter: Marc Finlayson
Agenda Item No. 4
Board Action Required: No

HIGHWAY 17 ASSOCIATION REPORT

Marc Finlayson, Executive Director of the Highway 17 Association, will present his agency's routine update to the Board. The copy of the Status Report and Accomplishments is included in the agenda as Attachment #4.

Board Action: Receive Information

FINANCE MATTERS

A. BUDGET AMENDMENTS AND ORDINANCE UPDATE

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

Amendments: DSS Mandated Public Assistance/ TANF – The Division of Child Development has made adjustments to the funding authorization for FY '12. The revision resulted in a \$33,520 increase in Smart Start Day Care, \$26,655 increase in Regular Subsidy Admin and \$184,852 decrease in Regular Subsidy Day Care. The net result is a \$124,677 decrease in funding. These funds are 100% State requiring no County match.

Health – Need to budget additional \$ 213,881 for Medicaid Maximization settlement to be transferred to Capital Reserve fund. These funds will be used for next year capital needs.

Health/Child Health & Maternity – The State has awarded \$5,220 to the Health dept to support Motivational Interviewing (MI) training. The funding must be used to register trainees for the year-long MI training course.

Economic Development – A Flex-Cap Regional Grant was awarded for the Hatteras Yachts/CABO consolidation project. North Carolina's Eastern Region has now distributed \$11,700.00 of the funding to Craven County. As required by the grant, Craven County needs to budget this portion of the award and disburse the funds to Hatteras.

Register of Deeds – Counties are required to submit a percentage of Register of Deed's receipts to the NC Dept of State Treasurer. This is to fund the Register of Deed's Supplemental Pension Fund. Need to budget an additional \$3,000 of Deed of Trust/Mortgage fees to cover this supplemental expenditure through fiscal year end.

Ordinances: Amend EOC/911 Renovation Project Fund 367.
Close out CDBG FY 09 Scattered Sites Project Fund 274.

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

B. MCGLADREY & PULLEN PLANNING LETTER

McGladrey and Pullen, LLP would like to present a letter to the County Commissioners in order to keep those charged with governance adequately informed about matters related to the financial statement audit, that are, in its professional judgment, significant and relevant to the responsibility of those charged with governance in overseeing the financial reporting process. This letter will address McGladrey and Pullen, LLP's responsibilities in addition to an overview of the planned scope and timing of the audit. (Attachment #5.B.)

Board Action: Receive information

Agenda Date: May 21, 2012
Presenter: Gene Hodges
Agenda Item No. 6
Board Action Required: Yes

TRASH STICKER PRICE RECOMMENDATION

On May 7, 2012 the Board of County Commissioners accepted the Solid Waste Franchise Hauler Bid from Republic Services of NC. As a result of the bid, a savings was realized from the current amount that Craven County reimburses per sticker. Sticker prices are usually approved with the budget, however since new stickers need to be ordered and there is the potential for reducing the price of the sticker, the Board is requested to set the sticker price for Fiscal Year 2012-2013 prior to the adoption of the budget. (See Attachment #6)

Board Action: Receive the information and set the Solid Waste sticker price for Fiscal Year 2012-2013

Agenda Date: May 21, 2012
Presenter: Don Baumgardner
Agenda Item No. 7
Board Action Required: Yes

PLANNING MATTERS

A. REQUEST TO SET PUBLIC HEARING

The Planning Department is requesting that a public hearing be set for Monday, June 4, 2012 at 7:00 pm, to receive public comment regarding the establishment of food sales of ice cream at 817 Airport Rd. within the Airport Zone. A required public hearing is required per our ordinance. The hearing will be held in the Commissioner's meeting room, 406 Craven St., New Bern, NC 28562.

Board Action: Set a public hearing for the June 4th 7:00 PM Commissioners' meeting.

B. ROAD ADDITION REQUEST: APPLE DRIVE

Attachment #7.B. contains a road addition resolution requesting the Board of Commissioners to approve Apple Drive located in 306 Estates in Township 5 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. ROAD ADDITION REQUEST: HARVEST BOULEVARD AND GRIST MILL DRIVE

Attachment #7.C. contains a road addition resolution requesting the Board of Commissioners to approve Harvest Boulevard & Grist Mill Drive located in Heritage Farms Section 2A Township 5 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.

D. ROAD ADDITION REQUEST: SATTERFIELD DRIVE

Attachment #7.D. contains a road addition resolution requesting the Board of Commissioners to approve Satterfield Drive in the Satterfield Subdivision located in Township 7 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.

Agenda Date: May 21, 2012
Presenter: Terry Brubaker
Agenda Item No. 8
Board Action Required: Yes

CRAVEN COMMUNITY CHILD PROTECTION TEAM ANNUAL REPORT

The Craven County Community Child Protection Team would like to present the annual report as required by law. Program Manager, Terry Brubaker, will share the basis for the team's work, plans for the upcoming year and the appointments needed to the team. She will be asking the Commissioners to consider adopting a water safety ordinance and a copy of the Onslow County Ordinance is included in Attachment #8. Christy Hawkins from the District Attorney's Office may be contacted to answer questions related to this. The other materials included in the attachment will provide you with background information, the current membership and activities of the CCPT. A draft of Operational Procedures is also attached.

Board Action: Receive information; consider request for appointments

Agenda Date: May 21, 2012
Presenter: _____
Agenda Item No. 9
Board Action Required: Yes

APPOINTMENTS

- A. PENDING APPOINTMENTS
- B. CURRENT APPOINTMENTS - MAY
- C. UPCOMING APPOINTMENTS - JUNE
- D. UPCOMING APPOINTMENTS - JULY

A. PENDING APPOINTMENT(S):

Craven County Clean Sweep Committee

(There are two vacancies remaining; no applications on file.)

Industrial Facilities Pollution Control Financing Authority

(There is one term remaining; no applications on file)

Agricultural Advisory Committee

(Two terms expiring; no applications on file)

Craven-Pamlico-Carteret Regional Library

(One term vacated; no applications on file)

Regional Aging Advisory Committee

(One vacancy created by the resignation of Robert Dorsey; no applications on file)

EMS (Emergency Medical Services) Advisory Council

NUMBER OF MEMBERS:
28

TYPE:
County Manager (or representative), County
Emergency Services Director,
**Representative from each Craven County
Emergency Medical Services Provider,**
representative from each authorized First
Responder Provider, hospital president (or
designee), Craven County Medical Director,
physician nominated by Craven County
Medical Society, representative from Craven
County Communications, representative
from Craven County Firemen's Association,
hospital Emergency Room Supervisor,
citizen (non-provider affiliated), **Community
College Dean of Continuing Education,**
representative nominated by Craven County
Law Enforcement Association,
representative from naval hospital aboard
MCAS Cherry Point, ad hoc members
(ECCOG EMS Director, OEMS Regional
Coordinator, American Red Cross Director

There are two vacancies representing agencies highlighted in listing above (Vanceboro Rescue and Craven Community College). Recommendations have been put forth by the agencies.

MEETING SCHEDULE: Bi-monthly

Application on File: Attachment(s): Attachment # 9A.

NURSING HOME ADVISORY COMMITTEE

AUTHORIZATION: N.C.G.S.131E-115

MISSION/FUNCTION: Work to maintain the intent of the Nursing Home Patients Bill of Rights within the licensed homes in the County; to promote community involvement and cooperation with domiciliary homes to ensure quality care for the elderly.

NUMBER OF MEMBERS:

7-12

TYPE:

Dictacted by the number of homes in the county; homes have right to recommend 25% of appointees

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

Cannot be employed by or have a relative in an adult care home.

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: Quarterly, beginning in March, third Wednesday, 10:00 a.m.

COMPENSATION: No Yes Specify: _____

Remaining open positions: Up to 2 (Required number has been achieved)

Applications on File: Attachment # 9.A-1

B. CURRENT APPOINTMENTS: MAY

EASTERN CAROLINA WORKFORCE DEVELOPMENT BOARD

AUTHORIZATION: Bylaws

MISSION/FUNCTION: "...to perform all functions of a Workforce Investment Board and Local Area as set forth in the Federal Workforce Investment Act (WIA)

NUMBER OF MEMBERS: TYPE:

18 2 from private sector, appointed by each
member county

9 1 appointed by each member county, to be recruited to
represent community based organizations, organized labor,
education agencies, vocational rehabilitation agencies,
public assistance agencies, economic development
agencies, and public employment service

1 Additional member from consortium member county from
which current chairman appointed

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

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: Bi-monthly, at a time and location determined by the Board

COMPENSATION: No Yes Specify: _____

Term(s) Expiring:

Kimsey Welch – Vocational Education (initial appointment 2002); Jeff French (initial appointment 2011 to unexpired term) **(No applications on file)**

BOARD OF EQUALIZATION AND REVIEW

AUTHORIZATION: NCGS 105-322

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

NUMBER OF MEMBERS:
7

TYPE:
Citizens

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

LENGTH OF TERMS: Unlimited

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

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

Term(s) Ending: Saggio Resignation

Applications on File: **Attachment # 9.B.**

CRAVEN COUNTY COMMUNITY CHILD PROTECTION TEAM

AUTHORIZATION: NCGS 7B-1406

MISSION/FUNCTION: To respond to child protection needs before a child is harmed by taking action to identify and address gaps or deficiencies in services and resources through the annual report to the County Board of Commissioners, collaboration with community partners, promoting public awareness and advocating for action that addresses the child protection needs of each county.

NUMBER OF MEMBERS:
11-16

TYPE:
DSS Director, DSS staff member, law enforcement officer, attorney from DA's office, executive director of local community action agency, public School superintendent or designee, member of DSS Board, mental health professional, Guardian ad Litem Coordinator, Public Health Director, local health care provider, EMS/firefighter, District Court Judge, Commissioners appointees from other county agencies or community at-large

QUALIFICATIONS: Stated above.

LENGTH OF TERMS: As set by respective agencies, position and Commissioners'

MEETING SCHEDULE: Quarterly; January, April, July, October

Term(s) ending: (See Attachment #8)

Applications on file: **Attachment # 9.B-1**

C. UPCOMING APPOINTMENTS

June

ABC BOARD

AUTHORIZATION: N.C.G.S. 18B-700

MISSION/FUNCTION: To serve the locality responsibly by controlling the sale of spiritous liquor and promoting customer-friendly, modern and efficient stores.

NUMBER OF MEMBERS: 3 TYPE: _____

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):
Interest in public affairs, good judgement, knowledge, ability and good moral character

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: Third Tuesday of each month at 5:30 p.m. in the boardroom of the warehouse located at 3493 Martin Drive

COMPENSATION: No Yes Specify: \$150/month

Term Ending: John "Curly" Brazelton (initial appointment 2000)

Applications on File: Attachment #9.C.

EASTERN CAROLINA COUNCIL OF GOVERNMENTS

AUTHORIZATION: N.C.G.S. 160-470; 158-8 and 14; 153A-391 and 398

MISSION/FUNCTION: To initiate, coordinate and exercise management oversight for designated interjurisdictional and local programs/projects relevant to the needs assessments, planning functions, and services coordination/delivery within Region P or its sub-units

NUMBER OF MEMBERS: 18 TYPE: Executive Committee (1 Commissioner/County; 1 municipal appointee per member municipality) General Membership Board (1 Commissioner appointee; 1 member municipality appointee)

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

LENGTH OF TERMS: 1 Year

MEETING SCHEDULE: 2nd Thursday every month; O'Marks Building

COMPENSATION: No Yes Specify: _____

Term(s) Ending: James Walker (initial appointment 2011) **No Applications on file.**

ECONOMIC DEVELOPMENT COMMISSION

Term(s) Ending: Mike Epperson, **ex officio; mayor or designee** (appointed 2009)

NORTH CAROLINA EASTERN REGION

Term(s) Expiring: Mark Griffin (initial appointment 2010)

Applications on File: **Attachment # 9.C-1**

PLANNING BOARD

AUTHORIZATION: N.C.G.S. 153A-21

MISSION/FUNCTION: _____

NUMBER OF MEMBERS:
8

TYPE:
Representatives from around the County
(from each township to the extent possible)

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

LENGTH OF TERMS: 4 Years

MEETING SCHEDULE: Fourth Thursday of each month, 6:30 p.m.

COMPENSATION: No Yes Specify: \$25 per meeting-members; \$30 per
meeting- Chairman

Term(s) Ending: Jessie White (initial appointment 1996)

Applications on File: **Attachment # 9.C-2**

RECREATION ADVISORY COMMITTEE

AUTHORIZATION: Bylaws

MISSION/FUNCTION: Serves as the recreation advisory body for the Craven County
Department of Recreation and Parks; suggests policies; consults with and advises
Recreation Director, County Manager and Commissioners in matters related to
recreation programs, finances, acquisition and disposal of property consistent with
overall, long range recreation planning.

NUMBER OF MEMBERS:
12

TYPE:
1 from each township (8)
4 at-large

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

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: 3rd Monday at 6:00 p.m.; Administration conference room

COMPENSATION: No Yes Specify: _____

Term(s) Expiring: Jeff Cannon (2002), Mike Marks (2001), Dennis Smith (2009), Brad White (2006) **No applications on file.**

COASTAL CAROLINA AIRPORT AUTHORITY

AUTHORIZATION: General Statutes (Chapter 1197 session laws of 1979; Chapter 1046 session laws of 1989

MISSION/FUNCTION: “...to meet monthly, and at such other times, as necessary, to discuss and decide on affairs pertinent to the operation, maintenance and control of the craven Couty Regional Airport”.

NUMBER OF MEMBERS:

8

4

TYPE:

Voting

Non-voting

(Carteret, Jones, Pamlico, MCAS)

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

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: 3rd Tuesday of each month; 2:00 p.m.

COMPENSATION: No Yes Specify: \$100/month

Term(s) Ending: Curtis Bare (1991), Royce Jordan (1997), Kenny Morris (2011)

Applications on File: Attachment # 9.C-3

TOURISM DEVELOPMENT AUTHORITY

AUTHORIZATION: Resolution by board of Commissioners; 1984 Session Laws

MISSION/FUNCTION: Allocation of net proceeds of room occupancy tax; promotion and development of tourism

NUMBER OF MEMBERS:

11

TYPE:

1 Commissioner appointee from hospitality industry; Tryon Palace Commission, New Bern and Havelock Chambers of Commerce, County Commissioner, appointee from City of New Bern and City of Havelock, County Finance Director,at-large (appointed by TDA)

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

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: 2nd Wednesday of every other month, 8:00 a.m.

COMPENSATION: No Yes Specify: _____

Term(s) Expiring: Barbara Dotterer (hospitality; appointment 2007)

Applications on File: Attachment # 9.C-4

July

Fire Tax Commissioner, Twp.7: William Laughinghouse (initial appointment 2002)

River Bend Planning Board, Extraterritorial: Thomas Zak (initial appointment 2001)

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

Agenda Date: May 21, 2012
Presenter: Jim Hicks
Agenda No. 10
Board Action Required: Yes

COUNTY ATTORNEY'S REPORT: AMENDMENT TO NOISE ORDINANCE

So that the County may retain all civil penalties received under the Code of Ordinances, the County amended its Code of Ordinance to expressly state that violations of its provisions were not subject to criminal penalty (Class 3 Misdemeanor), unless otherwise provided.

It is my recommendation that the Noise Ordinance portion of the Code of Ordinances be amended to allow for criminal penalties. Although the County would not be entitled to keep any administrative fees or penalties received due to a violation, I believe that it may be better enforced by the Sheriff's Department if the criminal penalty is added.

Attachment #10 is the proposed amendment to the Code of Ordinances. A public hearing is not required, but the Board may elect to conduct one should it desire.

Board Action: A unanimous vote is required for the amendment to pass on the first reading

Agenda Date: May 21, 2012
Presenter: Jack Veit
Agenda Item No. 11

COUNTY MANAGER'S REPORT

County Manager, Jack Veit, will present the proposed budget for FY 2012-13.

Agenda Date: May 21, 2012
Presenter: _____
Agenda Item No. 12

COMMISSIONERS' REPORTS