

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: |
| <u>18</u> | <u>2 from private sector, appointed by each</u> <u>member county</u> |
| <u>9</u> | <u>1 appointed by each member county, to be recruited to</u> <u>represent community based organizations, organized labor,</u> <u>education agencies, vocational rehabilitation agencies,</u> <u>public assistance agencies, economic development</u> <u>agencies, and public employment service</u> |
| <u>1</u> | <u>Additional member from consortium member county from</u> <u>which current chairman appointed</u> |

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

CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 05/21/2012

| TAXPAYER NAME | ACCT#/TICKET# | AMOUNT |
|---|----------------------|--------|
| BRINSON, AUDREY NOT IN BUSINESS 1/1/2011 | 0078731 2011-0090308 | 13.96 |
| CHURCH-PLEASANT ACRES FWB BY T DWELLING TORN DOWN 2006 | 1317655 2011-0010630 | 37.80 |
| COLEY, TOINETTE MAE NOT IN BUSINESS 1/1/2003 | 0039030 2003-0090328 | 70.97 |
| GULFSTREAM YACHT SERVICE INC DID NOT OWN 1/1/2011 | 0059265 2011-0090599 | 57.03 |
| HALL, JIMMY WALTER DOUBLE BILLED-SEE ACCT 52329 | 0062234 2005-0090373 | 533.84 |
| HUTCHINS, MAI LEE DOUBLE BILLED-SEE ACCT 67552 | 0085021 2010-0025988 | 55.79 |
| HUTCHINS, MAI LEE DOUBLE BILLED-SEE ACCT 67552 | 0085021 2010-0090247 | 258.13 |
| HUTCHINS, MAI LEE DOUBLE BILLED-SEE ACCT 67552 | 0085021 2011-0028779 | 50.71 |
| JARVIS, ERIC SHANE DID NOT OWN 1/1/2011 | 0085323 2011-0029715 | 44.98 |
| JONES, KENNIE & CONNIE DID NOT OWN 1/1/2011 | 0055939 2011-0090713 | 283.64 |
| JULIAN, JOHN E & AUDREY E DID NOT OWN BOAT 1/1/2011 | 4062780 2011-0031350 | 58.37 |
| KERR, PAUL D DID NOT OWN 1/1/2011 | 0039556 2011-0031867 | 78.52 |
| KOCH, JAMES DID NOT OWN 1/1/2011 | 0083288 2011-0032673 | 19.43 |
| LILLY, TOM DOUBLE BILLED-SEE ACCT 84333 | 0084568 2010-0031224 | 125.59 |

CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 05/21/2012

| TAXPAYER NAME | ACCT#/TICKET# | AMOUNT |
|---|----------------------|--------|
| LILLY, TOM DOUBLE BILLED-SEE ACCT 84333 | 0084568 2011-0034749 | 109.81 |
| MAGUIRE, JOHN R & JENNIFER G DID NOT OWN 1/1/2009 | 0020863 2009-0035624 | 21.73 |
| MAGUIRE, JOHN R & JENNIFER G DID NOT OWN 1/1/2010 | 0020863 2010-0032466 | 13.88 |
| MAGUIRE, JOHN R & JENNIFER G DID NOT OWN 1/1/2011 | 0020863 2011-0036154 | 12.84 |
| MAGUIRE, JOHN R & JENNIFER G DID NOT OWN 1/1/2008 | 0020863 2008-0090603 | 23.46 |
| MILLS, MICHAEL E DID NOT OWN 1/1/2010 | 0067819 2010-0035567 | 18.75 |
| MILLS, MICHAEL E DID NOT OWN 1/1/2011 | 0067819 2011-0039595 | 18.57 |
| MORA, VINCENTE DOUBLE BILLED - SEE ACCT 89167 | 0077548 2011-0040749 | 41.53 |
| MORRIS, DERWIN C & MONEKA M DOUBLE BILLED - SAME ACCOUNT | 0043092 2011-0041001 | 251.72 |
| MURDOCK, CHARLES D IV DID NOT OWN 1/1/2010 | 0068881 2010-0037234 | 934.92 |
| MURDOCK, CHARLES D IV DID NOT OWN 1/1/2011 | 0068881 2011-0041502 | 818.05 |
| QUINN, BECKY F DID NOT OWN 1/1/2011 | 5921750 2011-0047092 | 177.03 |
| ROBLES, NEPTALI AYALA & CARMEN DID NOT OWN 1/1/2011 | 0043791 2011-0049156 | 144.18 |
| SYKES, TERRY M & STRADER, TERE DID NOT OWN 1/1/2011 | 0038266 2011-0055630 | 20.49 |

CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 05/21/2012

| TAXPAYER NAME | ACCT#/TICKET# | AMOUNT |
|--|----------------------|----------|
| THE GYM 24-7 DID NOT OWN 1/1/2011 | 0085062 2011-0091213 | 566.54 |
| WOOTEN, ROGER BRUCE & DELORIS DOUBLE LISTED-SEE 8193300 | 0084955 2012-0090063 | 121.51 |
| | 30 -CREDIT MEMO(S) | 4,983.77 |

REFUNDS SUBJECT TO BOARD APPROVAL ON 05/21/2012

| TAXPAYER NAME | ACCT#/TICKET# | AMOUNT |
|--|----------------------|----------|
| CHURCH-PLEASANT ACRES FWB BY T DWELLING DESTROYED IN 2006 | 1317655 2007-0010138 | 36.00 |
| CHURCH-PLEASANT ACRES FWB BY T DWELLING DESTROYED IN 2006 | 1317655 2008-0010479 | 36.00 |
| CHURCH-PLEASANT ACRES FWB BY T DWELLING DESTROYED IN 2006 | 1317655 2009-0010454 | 36.00 |
| CHURCH-PLEASANT ACRES FWB BY T DWELLING DESTROYED IN 2006 | 1317655 2010-0009668 | 36.00 |
| JONES, KENNIE & CONNIE DID NOT OWN 1/1/2010 | 0055939 2010-0027839 | 292.42 |
| JONES, KENNIE & CONNIE DID NOT OWN 1/1/2009 | 0055939 2009-0090606 | 341.38 |
| JONES, KENNIE & CONNIE DID NOT OWN 2008 | 0055939 2008-0090542 | 332.11 |
| JONES, KENNIE & CONNIE DID NOT OWN 1/1/2007 | 0055939 2007-0090603 | 345.74 |
| JONES, KENNIE & CONNIE DID NOT OWN 1/1/2006 | 0055939 2006-0090493 | 341.61 |
| MCCULLOUGH, PATRICK OWEN & TAM DOUBLE BILLED SEE ACCT 4772290 | 0053204 2011-0037929 | 9.16 |
| 10 | -REFUND(S) | 1,806.42 |

RELEASE

In consideration of any employee of the Craven County Department of Social Services and/or any child under the custody of the Craven County Department of Social Services ("Participant(s)") being permitted to participate in the fishing and related activities on June 19, 2012, including transportation, food and lodging provided by Take a Kid Fishing Foundation, Inc., a North Carolina nonprofit corporation ("TAKF"), the undersigned, on behalf of Craven County and on behalf of each of its legal representatives, successors and assigns ("Releasor"), hereby releases TAKF and its officers, directors and employees and its successors and assigns ("Releasees") from all liability to Releasor for any and all loss or damage and any claim for damages resulting from the Participants participating in fishing and related activities and the utilization of said transportation and lodging on account of injury to a Participant's person or property, even injury resulting in death of a Participant, whether caused by the negligence of Releasees or otherwise, while the Participant is participating in any activity sponsored, provided, operated or offered by TAKF.

Releasor expressly agrees that this release agreement is intended to be as broad and inclusive as permitted by the laws of the State of North Carolina and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

IN WITNESS WHEREOF, Releasor has executed this release the day and year set forth below.

Done this ____ day of _____, 2012.

CRAVEN COUNTY

BY: _____
Lee K. Allen, Chairman
Craven County Board of Commissioners

ATTESTED BY:

GWENDOLYN M. BRYAN
Clerk, Board of Commissioners

North Carolina Highway Association

October 2011

www.highway17nc.org

Highway 17 Association Accomplishments to Date: 2011

Support for Highway 17 Association

Twelve of the 13 corridor counties have supported the Association financially.
 Eleven municipalities.
 Five regional or county economic development partnerships.

Highway 17 Funding Committed since 2006 (Previously “Unfunded”)

| | | |
|--------|---------------------------|----------------------------------|
| R-2511 | Washington to Williamston | \$7.3 million (GARVEE Bonds) |
| R-2510 | Washington Bypass | \$30 million (GARVEE) |
| R-2301 | New Bern Bypass | \$39.9 million (GARVEE) |
| R-2514 | Jones County | \$52.6 million |
| U-4007 | Jacksonville Bypass | \$39.1 million |
| R-3601 | Wilmington (17 Business) | \$12.5 million |
| R-2633 | Wilmington Bypass | \$70 million (Stimulus / GARVEE) |
| Total | | \$251.4 million |

Highway 17 Construction Progress

| | | |
|----------|--------------------------|-----------------------|
| U-2107 D | Jacksonville Bypass | Opened December 2006 |
| R-2514 A | Jacksonville to Belgrade | Opened November 2007 |
| R-2404 | Windsor Bypass | Opened July 2008 |
| R-2510 B | Washington Bypass | Opened March 2010 |
| R-2510 A | Washington Bypass | Opened September 2011 |
| R-2301 A | New Bern Bypass | Opened September 2011 |
| R-3403 A | Bridgeton (17 Business) | Under construction |
| U-4007 B | Jacksonville Bypass | Under construction |
| R-2633 A | Wilmington Bypass | Under construction |
| R-2510 C | Washington Bypass | Under construction |
| U-4007 A | Jacksonville Bypass | Under construction |

Highway 17 STIP Project Status

| | | |
|----------|---------------------------|-----------------------------------|
| R-2511 | Washington to Williamston | Preliminary Design September 2011 |
| R-2513 | Vanceboro to Chocowinity | Feasibility study underway |
| R-2301 B | New Bern Bypass | Right of Way programmed for 2020 |
| R-2514 | Jones County | State EIS Approved July 2011 |
| R-3300 | Hampstead Bypass | Draft Federal EIS Summer 2011 |
| R-2633 B | Wilmington Bypass | Construction programmed for 2013 |

Highway 17 Association Stakeholder Relationships

- Works regularly with Secretary Gene Conti and NCDOT Senior Staff.
- Works regularly with Divisions 1, 2 and 3 and at-large Board of Transportation members in the corridor.
- Co-chairs NC Go!, the statewide transportation advocacy group.
- Involving corridor stakeholders in a comprehensive study looking at the economic impact on eastern North Carolina of a fully improved US 17.
- Has spoken to at least one meeting of Cape Fear, Downeast, Mid East, Peanut Belt and Albemarle RPOs and Jacksonville and Wilmington MPOs.
- Holds annual Legislative Breakfast for Highway 17 corridor delegation.
- Holds regular meetings in Washington, DC with Sens. Burr and Hagan and Reps. Butterfield, Jones and McIntyre.
- Maintains 650+ distribution list of local government and commercial leaders in the corridor and corresponds regularly on issues of interest.
- Partnered with East Carolina University on a preliminary economic impact study.
- Supporting work of tourism task force seeking Natural Heritage designation for Highway 17 corridor.

Highway 17 Association Legislative Issues

Federal

- Reauthorize federal Surface Transportation Act (SAFETEA-LU).
- Hold North Carolina harmless in Federal Highway Trust Funds distribution.

State

- Maintain Equity funding for Divisions 1, 2 and 3.
- Preserve current transportation revenue streams until alternatives can be agreed upon.
- Determine sustainable, long-term revenue streams for transportation.
- Seek ways to streamline planning and permitting processes.
- Protect infrastructure investment in eastern North Carolina.
- Support economic growth in eastern North Carolina, including: industrial development; tourism; military expansion; military business development; ports expansion.

Status Report

For

US 17 Corridor

April 2012

US 17 Wilmington Bypass
TIP Project No. R-2633 A/B

US 17 Hampstead Bypass
TIP Project No. R-3300

US 17 Jacksonville Bypass to Drummer / Kellum Road
TIP Project No. U-4007

US 17 Belgrade to New Bern
TIP Project No. R-2514 B,C & D

US 17 New Bern Bypass
TIP Project No. R-2301 A

US 17 New Bern to Washington
TIP Project No. R-2513

US 17 Washington Bypass
TIP Project No. R-2510

US 17 Washington to Williamston
TIP Project No. R-2511

US 17 Mills Street in Bridgeton to NC 43
TIP Project No. R-3403

US 17-74-76 / NC 133 Widening in Wilmington
TIP Project No. R-3601

US 17 Status Report

April 2012

US 17 Wilmington Bypass (R-2633 A/B)

Total cost: \$532.1 million (National Highway System / NC Loop)

Unfunded: \$0

- Final Environmental Impact Statement – April 2007
- Record of Decision – October 2007
- Design Public Hearing – January 2008
- R/W Acquisition Segment A – complete
 Segment B – underway
- Construction Segment A – March 1, 2011.
 (estimated completion, summer 2013)
 Segment B – NC FY 2013

Action items Accomplished January – March:

- Segment A – Major borrow work and pipe work complete.
- Segment A – Bridge work underway throughout project.
- Segment A – Culvert replacement along existing US 17 (including temporary on-site detour for US 17).
- Segment B – Design consultant selected (Lochner).

Action items for April – June:

- Segment A – Fine grading.
- Segment A – Paving operations to begin.
- Segment B – Right of Way acquisition process is on-going.
- Segment B – Final design work continuing.

Project Managers (Segment A): Wayne Currie, P.E. (910) 251-2691, wcurrie@ncdot.gov

Project Manager (Segment B): Brenda Moore, P.E. (919) 707-6285, blmoore@ncdot.gov

US 17 Hampstead Bypass (R-3300)

Total cost: \$220 million (NC Trust Fund) Unfunded: \$199 million

- Federal Draft Environmental Impact Statement – July 2011
- Federal Final Environmental Impact Statement – August 2012
- State Record of Decision – November 2012
- Begin R/W Acquisition – NC FY 2017
- Finish R/W Acquisition – Budgeted \$20 million in NC FY 2017
- Construction Unfunded (\$199 million)

Action items Accomplished January – March:

- Study conducted in response to a citizen request to consider a change to the study corridor for Alternative E-H. Based on the study, it appears the suggested corridor shift would have more impacts to wetlands and might affect red-cockaded woodpecker foraging habitat.
- Response submitted to EPA concerns regarding the project. EPA provided additional comments on responses. Currently working to address EPA concerns.
- Work is continuing on options for providing access at the north end of the bypass that would safely accommodate traffic and minimize impacts top red-cockaded woodpecker foraging habitat. This is in response to citizen comments from October 2011 hearings.
- Biological assessment for endangered species impacts will be prepared prior to completion of the US Army Corps of Engineers (USACE) Record of Decision for the 404 permit.

Action items for April – June:

- Options for northern access developed by value engineering study will be examined in more detail.
- Additional EPA comments will be addressed and a second meeting held to discuss selection of LEDPA (concurrence point 3) will be held in May 2012.

Project Manager: Kim Gillespie, P.E. (919) 707-6023 klgillespie@ncdot.gov

US 17 Jacksonville Bypass to Drummer Kellum Road (U-4007)

Total cost: \$201.9 million (National Highway System) Unfunded: \$104.4 million

- Environmental Assessment – October 2006
- Finding of No Significant Impact – February 2008
- R/W Acquisition Segments A, B – complete
 Segment C – Budgeted \$14.6 million in US FY 2020
 Segment C – partially unfunded (\$29.1 million)
 Segment D – unfunded (\$32.3 million)
- Construction Segment A – July 2011
 Segment B – October 2010
 Segment C – unfunded (\$26.3 million)
 Segment D – unfunded (\$16.6 million)

Action items Accomplished January – March:

- Segment A – Construction approximately 26% complete (estimated completion December 2013).
- Segment B – Construction approximately 25% complete (estimated completion September 2103).

Action items for April – June:

- Segment A – Construction on-going.
- Segment B – Construction on-going.

Project Manager (Segments C & D): Brenda Moore, P.E. (919) 707-6248, blmoore@ncdot.gov

Project Manager (Segments A & B): David A. Candela, P.E. (910) 347-5258,
dacandela@ncdot.gov

US 17 Belgrade to New Bern Bypass (R-2514 B, C & D)

Total cost: \$233.4 million (NC Trust Fund)

Unfunded: \$18.7 million

- State draft Environmental Impact Statement – Approved August 31, 2004
- Corridor public hearing – August 16, 2005
- State Final Environmental Impact Statement (FEIS) – June 23, 2011
- Record of Decision – April 2012
- Design public hearing – Mid 2012
- R/W Acquisition Segment B – NC FY 2014
 Segment C – NC FY 2013
 Segment D – NC FY 2013
- Construction Segment B – Budgeted \$37.3 million beginning NC FY 2019.
 Segment B – partially unfunded (\$18.7 million)
 Segment C – Budgeted \$24 million beginning NC FY 2015.
 Segment D – Budgeted \$101 million beginning NC FY 2015.

Action items Accomplished January – March:

- Completion of updated Noise Analysis (January 2012).

Action items for April – June:

- In-house review of State Record of Decision (April 2012).
- Approval of State Record of Decision.
- Design Public Hearing, mid 2012.

Project Manager: Mark Pierce, P.E. (919) 707-6035 mspierce@ncdot.gov

US 17 New Bern Bypass (R-2301)

Total cost: Segment A – \$41.1 million (National Highway System) Unfunded: \$0
Segment B – \$161.8 million (NC Trust Fund) Unfunded: \$156.5 million

- Record of Decision approved – June 2001
- R/W Acquisition Segment A – Complete
 Segment B – Budgeted \$5.3 million in NC FY 2020
 Segment B – Partially unfunded (\$10.5 million)
- Construction Segment A – Complete
 Segment B – Unfunded (\$146 million)

Action items Accomplished January – March:

- No items underway.

Action items for April – June:

- Segment B – A reevaluation must be prepared due to the time elapsed since approval of the Record of Decision in June 2001. Project Development activities are scheduled to begin in late 2012.

Project Manager (Segment B): Mark Pierce, P.E. (919) 707-6035 mspierce@ncdot.gov

US 17 from SR 1438 to Washington Bypass (R-2513)

Total cost: \$72.8 million (NC Trust Fund) Unfunded: \$72.5 million

- Environmental Screening Report prepared by PDEA staff April 4, 2005.
- Project Costs updated by Feasibility Studies Unit – March 2010.
- R/W Acquisition – unfunded (\$15 million)
- Construction – unfunded (\$57.5 million)

Action items Accomplished January – March:

- No items underway.

Action items for April – June:

- No items underway.

Feasibility Study Project Manager: Derrick Lewis, P.E. (919) 715-5572, dlewis@ncdot.gov

PDEA Project Manager: Charles Cox, P.E. (919) 707-6016, ccox@ncdot.gov

US 17 Washington Bypass (R-2510)

Total cost: \$326 million (National Highway System)

Unfunded: \$0

- Record of Decision approved – December 2004
- R/W Acquisition Segment A – Completed
 Segment B – Completed
 Segment C – Completed
- Construction Segment A – Opened to traffic September 2011
 Segment B – Opened to traffic February 26, 2010
 Segment C – Construction contract let March 2011
 (estimated completion late 2013)

Action items Accomplished January – March:

- Segment C – Continue grading, drainage, paving and structure activities.
Structure #3 over Old Ford Swamp completed. Structure #2 over Cherry Run
under construction, end bents completed.

Action items for April – June:

- Segment C – Complete bridge construction over Cherry Run in May 2012. Begin
structure #4 bridge construction of northbound lanes over Old Ford Swamp.
Continue installation of drainage pipes and waterlines.

Project Manager (Segment C): Shawn Mebane, P.E. (252) 792-0347 cmebane@ncdot.gov

US 17 from Washington Bypass to Williamston (R-2511)

Total cost: \$54.5 million (NC Trust Fund)

Unfunded: \$42.3 million

- State Environmental Assessment – September 2012
- Finding of No Significant Impact (FONSI) – September 2013
- R/W Acquisition – Budgeted \$8.5 million beginning NC FY 2019
- Utilities – Budgeted \$3.2 million in NC FYs 2019-20
- Construction – Unfunded (\$42.3 million)

Action items Accomplished January – March:

- Draft environmental assessment distributed to other NCDOT units for review. However, document will be delayed to September 2012 to allow time for geotechnical investigation for project (see below). Delay in document will not affect right of way schedule.

Action items for April – June:

- Decision was recently made to conduct geotechnical investigations regarding roadway grade prior to completion of the environmental assessment and public hearing map. This results in six month delay in completion of the document, but will not affect the right of way schedule for the project. Typically, geotechnical investigations are not made until later in the project design. However, there have been several projects recently where after these investigations were performed it was determined that the roadway grade needed to be raised, which resulted in greater impacts to surrounding properties and greater environmental impacts than originally anticipated.
- Merger Team meeting to discuss wetlands and streams to be bridged (Concurrence Point 2A) to be held in Summer 2012.

Project Manager: Joe Miller, P.E. (919) 707-6031 josephmiller@ncdot.gov

Additional US 17 Projects:

US 17 from Mills Street, Bridgeton to NC 43 (R-3403)

Total cost: \$57.1 million (US Surface Transportation)

Unfunded: \$33.1 million

- Environmental Assessment approved – June 3, 2002.
- Finding of No Significant Impact (FONSI) approved – January 2005
- Addendum to FONSI approved – July 2005.
- R/W Acquisition Segment AA / AB – Completed late 2008
 Segment B – Unfunded (\$3 million)
- Utilities Segment B – Unfunded (\$1.7 million)
- Construction Segment AA – September 2010 (completion mid 2012)
 Segment AB – May 2010 (completion late 2012)
 Segment B – Unfunded (\$28.4 million)

Action items Accomplished January – March:

- Construction activities continue for Segment AA (approximately 93% complete) and Segment AB (approximately 69% complete).

Action items for April – June:

- Conclude construction on Segment AA
- Continue construction on Segment AB.

Project Manager: Johnny Metcalfe, P.E., (252) 514-4759, jmetcalfe@ncdot.gov

US 17-74-76 / NC 133 Widening (R-3601)

Total cost: \$18.9 million (National Highway System)

Unfunded: \$0

- Categorical Exclusion – September 2010
- Categorical Exclusion Addendum – August 2011
- R/W Acquisition – Began February 2012
- Construction – US FY 2013

Action items Accomplished January – March (Or Prior):

- Design Public Meeting – May 2011.
- Decision made to replace bridges 103 and 105 as part of this project due to critical scour issues.
- Concurrence Point 4B meeting – June 2011.
- Wilmington MPO TAC approved additional funding resolution – August 2011.
- Hydraulic Design Plans received – September 2011.
- Final design Field Inspection – March 2012.

Action items for April – June:

- Determine impacts to wetlands, cost and schedule if bridges 103 and 105 are raised to 12-foot vertical clearance at request of the Town of Leland.
- Concurrence Point 4C meeting – May 16, 2012.
- Apply for environmental permits.

PDEA Project Manager: Kristine O'Connor, P.E. (919) 707-6034 kaoconnor@ncdot.gov

Roadway Project Manager: Susan Lancaster, P.E. (919) 707-6266 sclancaster@ncdot.gov



McGladrey & Pullen, LLP
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May 21, 2012

Governing Board
406 Craven Street
New Bern, NC 28560

Attention: Chairperson

This letter is intended to communicate certain matters related to the planned scope and timing of our audit of Craven County's (the County) financial statements and compliance as of and for the year ended June 30, 2012.

Communication

Effective two-way communication between our Firm and the Governing Board is important to understanding matters related to the audit and in developing a constructive working relationship.

Your insights may assist us in understanding the County and its environment, in identifying appropriate sources of audit evidence, and in providing information about specific transactions or events. We will discuss with you your oversight of the effectiveness of internal control and any areas where you request additional procedures to be undertaken. We expect that you will timely communicate with us any matters you consider relevant to the audit. Such matters might include strategic decisions that may significantly affect the nature, timing, and extent of audit procedures, your suspicion or detection of fraud or abuse, or any concerns you may have about the integrity or competence of senior management.

We will timely communicate to you any fraud involving senior management and other fraud that causes a material misstatement of the financial statements, illegal acts, instances of noncompliance, or abuse that come to our attention (unless they are clearly inconsequential), and disagreements with management and other serious difficulties encountered in performing the audit. We also will communicate to you and to management any significant deficiencies or material weaknesses in internal control that become known to us during the course of the audit. Other matters arising from the audit that are, in our professional judgment, significant and relevant to you in your oversight of the financial reporting process will be communicated to you in writing after the audit.

Independence

Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and non-audit services that may be thought to bear on independence. For example, without our permission no partner or professional employee of McGladrey & Pullen, LLP or RSM McGladrey, Inc. is permitted to have any direct financial interest or a material indirect financial interest in a client or any affiliates of a client. Also, if an immediate family member or close relative of a partner or professional employee is employed by a client in a key position, the incident must be reported and resolved in accordance with Firm policy. In addition, our policies restrict certain non-audit services that may be provided by McGladrey & Pullen, LLP and require audit clients to accept certain responsibilities in connection with the provision of permitted non-attest services.

The Audit Planning Process

Our audit approach places a strong emphasis on obtaining an understanding of how your entity functions. This enables us to identify key audit components and tailor our procedures to the unique aspects of your operations. The development of a specific audit plan will begin by meeting with you and with management to obtain an understanding of business objectives, strategies, risks, and performance.

We will obtain an understanding of internal control over financial reporting and compliance with laws, regulations, and provisions of contracts and grant agreements to assess the impact of internal control on determining the nature, timing, and extent of audit procedures, and we will establish an overall materiality limit for audit purposes. We will conduct formal discussions among engagement team members to consider how and where your financial statements might be susceptible to material misstatement due to fraud or error or to instances of noncompliance.

We will use this knowledge and understanding, together with other factors, to first assess the risk that errors or fraud may cause a material misstatement at the financial statement level. The assessment of the risks of material misstatement at the financial statement level provides us with parameters within which to design the audit procedures for specific account balances and classes of transactions. Our risk assessment process at the account-balance or class-of-transactions level consists of:

- An assessment of inherent risk (the susceptibility of an assertion relating to an account balance or class of transactions to a material misstatement, assuming there are no related controls); and
- An evaluation of the design effectiveness of internal control over financial reporting and our assessment of control risk (the risk that a material misstatement could occur in an assertion and not be prevented or detected on a timely basis by the entity's internal control).

Similar assessments will also be made relative to compliance with laws, regulations, and provisions of contracts and grant agreements.

We will then determine the nature, timing, and extent of tests of controls and substantive procedures necessary given the risks identified and the controls as we understand them.

The Concept of Materiality in Planning and Executing the Audit

In planning the audit, the materiality limit is viewed as the maximum aggregate amount, which if detected and not corrected, would cause us to modify our opinion on the financial statements. The materiality limit is an allowance not only for misstatements that will be detected and not corrected but also for misstatements that may not be detected by the audit. Our assessment of materiality throughout the audit will be based on both quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements as well as financial statements of future periods. At the end of the audit, we will inform you of all individual unrecorded misstatements aggregated by us in connection with our evaluation of our audit test results.

Our Approach to Internal Control and Compliance Relevant to the Audit

Our audit of the financial statements will include obtaining an understanding of internal control sufficient to plan the audit and to determine the nature, timing, and extent of audit procedures to be performed. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Our review and understanding of the Entity's internal control is not undertaken for the purpose of expressing an opinion on the effectiveness of internal control.

We will issue reports on internal control related to the financial statements and major programs. These reports describe the scope of testing of internal control and the results of our tests of internal controls. Our reports on internal control will include any significant deficiencies and material weaknesses in the system, of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control consistent with the requirements of the Government Auditing Standards issued by the Comptroller General of the United States, the Single Audit Act, and the U.S. Office of Management and Budget, (OMB) Circular No. A-133 and the State Single Audit Implementation Act.

We will issue reports on compliance with laws, regulations, and the provisions of contracts or grant agreements. We will report on any noncompliance which could have a material effect on the financial statements and any noncompliance which could have a direct and material effect on each major program. Our reports on compliance will address material errors, fraud, abuse, violations of compliance requirements, and other responsibilities imposed by state and federal statutes and regulations and assumed contracts; and any state or federal grant, entitlement or loan program questioned costs of which we become aware, consistent with the requirements of the standards and circular identified above.

Timing of the Audit

We have scheduled preliminary audit field work for the weeks of May 21, 2012 and May 28, 2012 including testing of compliance programs required by the circular, standards, and acts identified above, with final field work commencing the week of August 6, 2012. Management's adherence to its closing schedule and timely completion of information used by us in performance of the audit is essential to timely completion of the audit.

Closing

This communication is intended solely for the information and use of the Governing Board and is not intended to be and should not be used by anyone other than these specified parties.

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to be of service to Craven County.

McGladrey & Pullen, LLP



Lou Cannon, CPA
Partner

Board of Commissioners
Lee Kyle Allen, Chairman
Scott C. Dacey, Vice Chairman
Thomas F. Mark
Theron L. McCabe
Johnnie Sampson, Jr.
Jefferey S. Taylor
Steve Tyson

Administrative Staff
Jack B. Veit, III, County Manager
Gene Hodges, Assistant Manager-Operations/Facilities
Rick Hemphill, Assistant Manager-Finance/Administration
Gwendolyn M. Bryan, Clerk to the Board
Joan Harrell, Human Resources Director



Administration Building
406 Craven Street
New Bern, NC 28560
Fax 252-637-0526
manager@cravencounty.com

Commissioners 252-636-6601
Manager 252-636-6600
Finance 252-636-6603
Human Resources 252-636-6602

To: Craven County Board of Commissioners
From: Gene Hodges, Assistant County Manager
Date: May 21, 2012
Re: Solid Waste Sticker Price

At the May 7, 2012 meeting, the Board of Commissioners voted to approve the contract with Republic Services of NC to provide curbside residential trash pickup at a transportation rate of \$0.95 per sticker collected. The disposal rate per sticker is \$0.95 for a total payment to the new hauler of \$1.90 per sticker. Each sticker costs \$0.04 to print and we pay \$0.10 per sticker to our retail outlets to sell the stickers to the public. In total, Craven County's potential payout per sticker is \$2.04. Currently, the cost of the sticker to the residents is \$2.50. We recommend that with the savings that will be realized with the new contractor, that the sticker price be lowered to \$2.25.

**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: Apple Dr. (approx. 815') located in 306 Estates in Twp. 5

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)

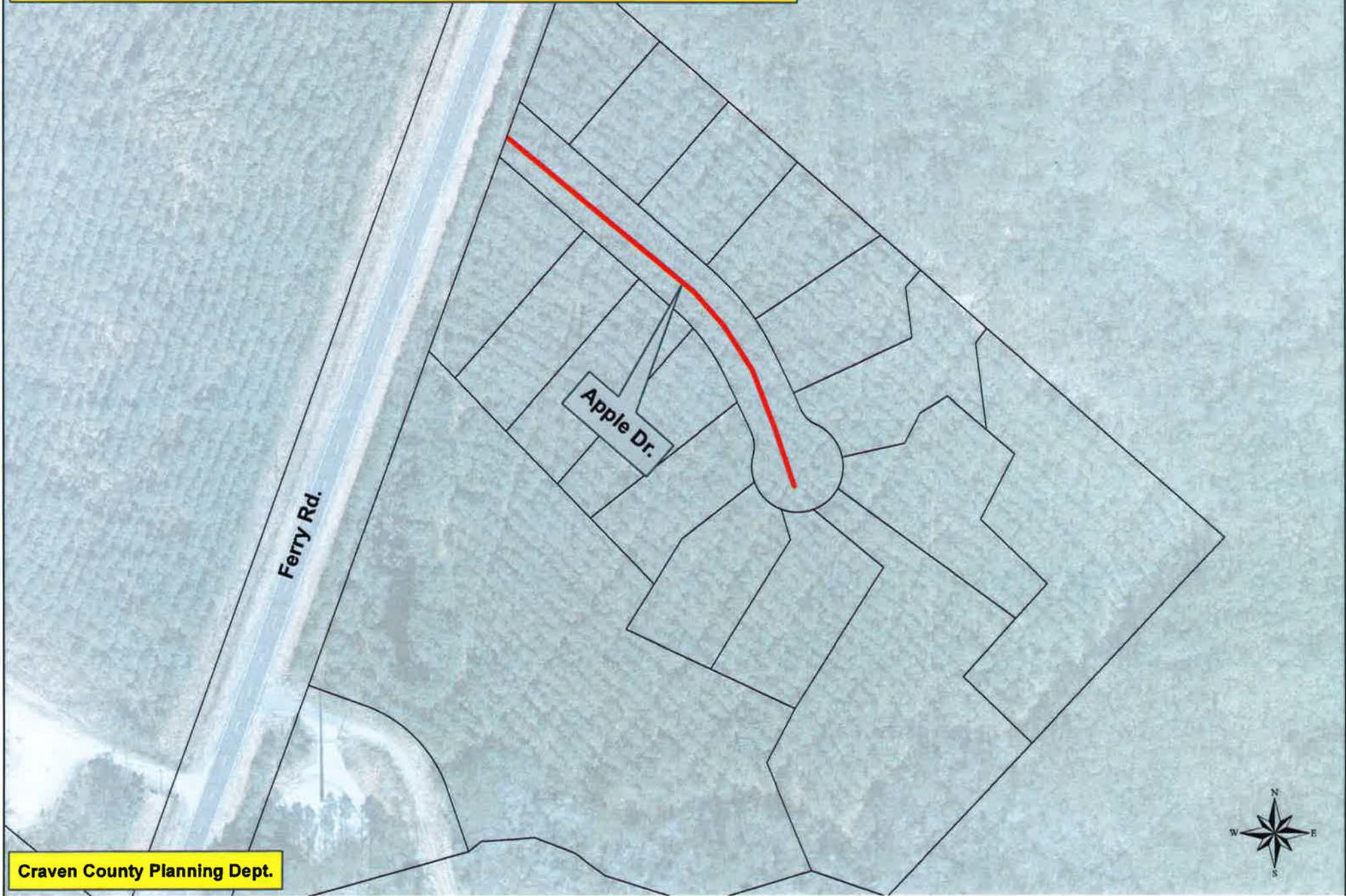
Clerk to the Board of Commissioners
County of Craven

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**



**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: Harvest Blvd. (approx. 420'); Grist Mill Dr. (approx. 878') located in Heritage Farms Sec. 2A in Twp. 5

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)

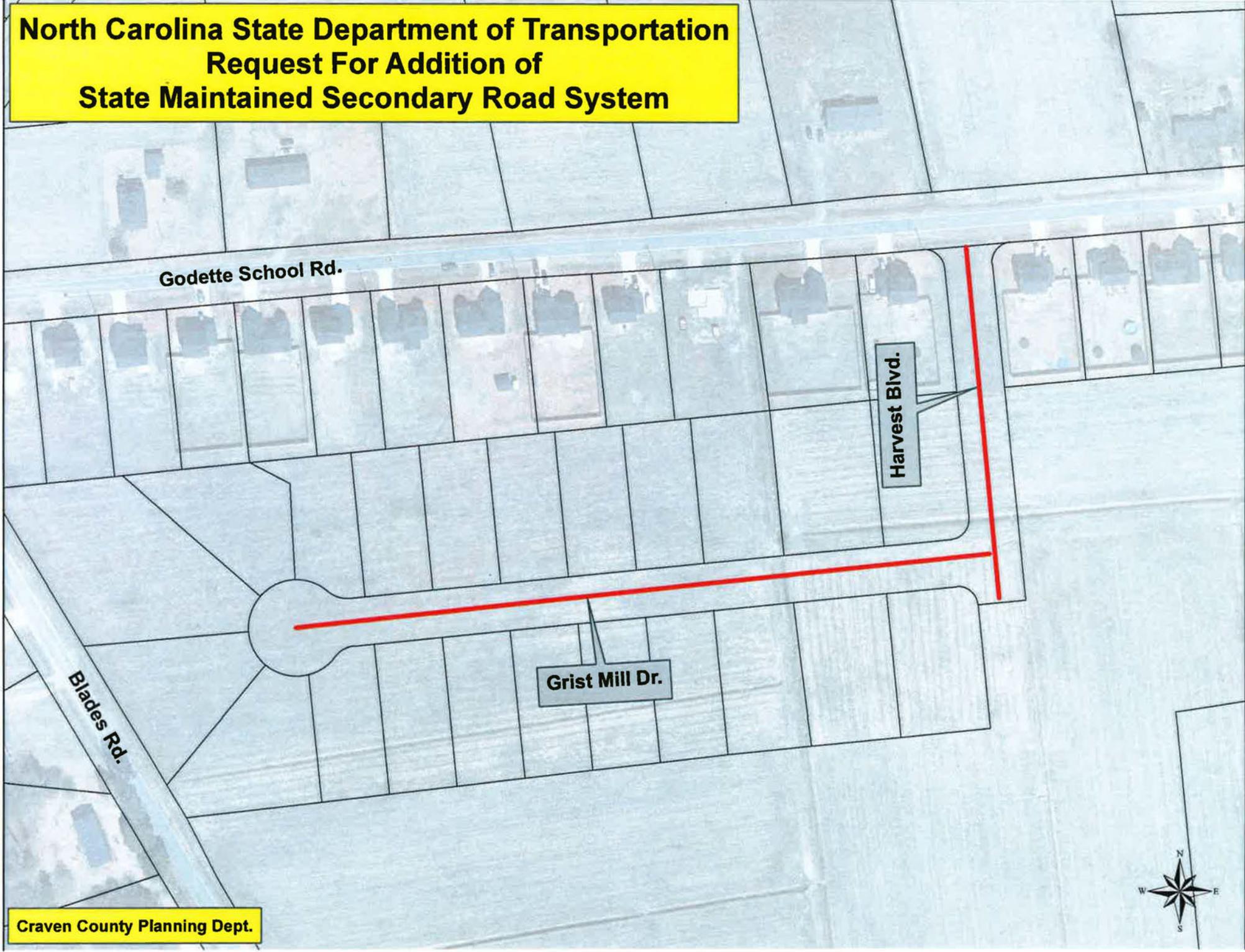
Clerk to the Board of Commissioners
County of Craven

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**



**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: Satterfield Dr. (approx. 1,083') in the Satterfield Subdivision located in Twp. 7

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)

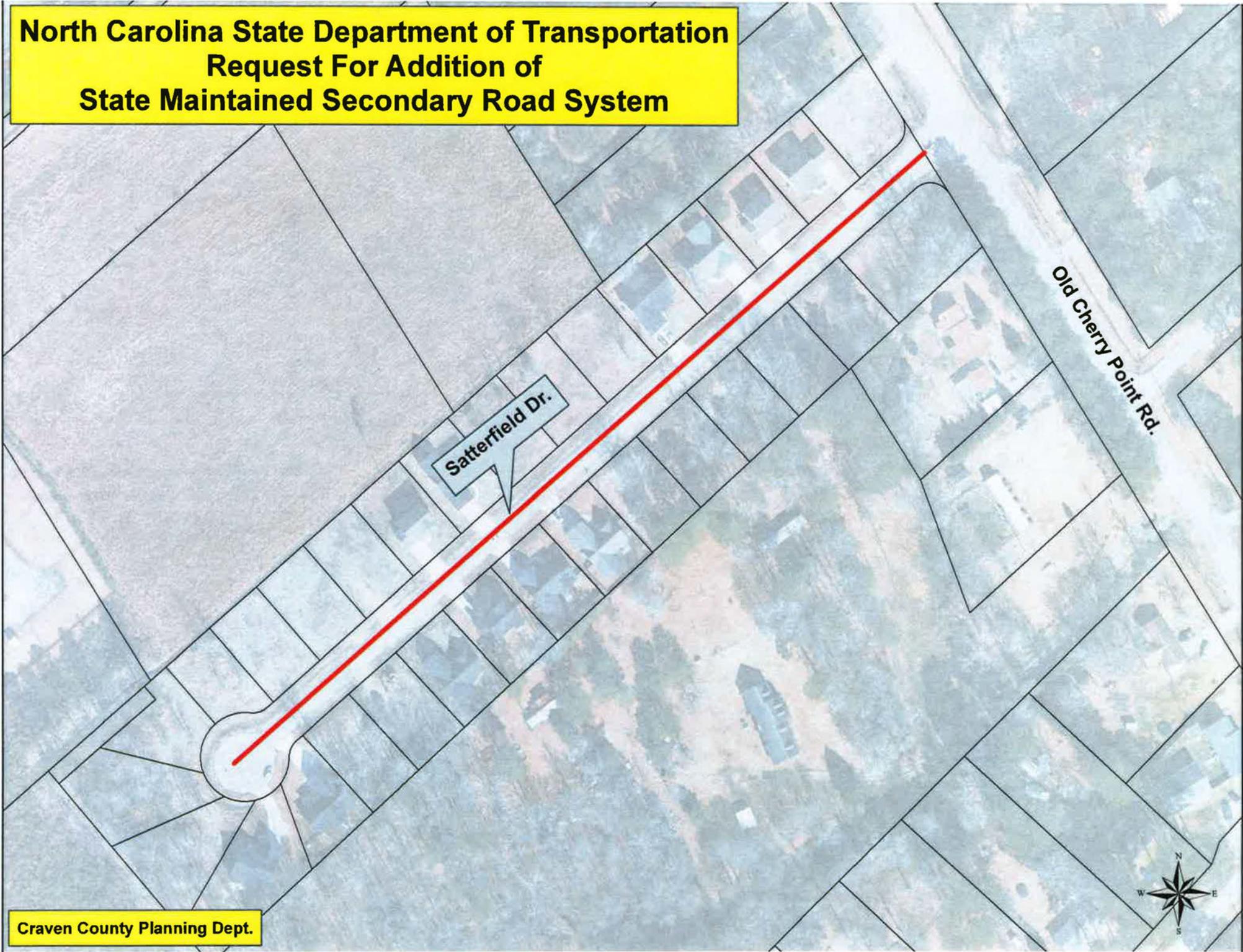
Clerk to the Board of Commissioners
County of Craven

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**



**Community Child Protection Team/Child Fatality Prevention Team
Craven County**

CCPT Mission Statement

Recognizing that child protection is the responsibility of everyone, and responding to child protection needs is more effective before a child is harmed; the child advocates and citizens-at-large, will take action to identify and address gaps or deficiencies in services and resources through the annual report to the Board of County Commissioners, collaboration with community partners, promoting public awareness, and advocating for action that addresses the child protection needs of each county.

The development of Community Child Protection Teams began in 1991 with a focus on partnerships to strengthen child protection. Further formalization was included in GS 7B-1406 in July 1993 (see attachment).

Goal: A community endorsed approach to child protection for all children in the community.

Action/Outcomes:

- ❖ Families will have resources available to them to enhance the family's ability to provide safe environments for their children.
- ❖ The community will be informed regarding child protection and issues that impact the family and the community's ability to protect children.
- ❖ The collective knowledge of the team will be utilized to promote change for families and children.

Team Membership is mandated by law and includes:

1. The county director of social services and a member of the director's staff;
2. A local law enforcement officer, appointed by the board of county commissioners;
3. An attorney from the district attorney's office, appointed by the district attorney;

4. The executive director of a local community action agency, as defined by the Division of Economic Opportunity, Department Health and Human Services, or the executive director's designee;
5. The superintendent of each local school administrative unit located in the county, or the superintendent's designee;
6. A member of the county board of social services, appointed by the chair of that board;
7. A local mental health professional, appointed by the director of the area authority established under N.C.G.S. §122-C;
8. The local guardian ad litem coordinator, or the coordinator's designee;
9. The director of the department of public health; and
10. A local health care provider, appointed by the local board of public health.

The board of county commissioners may appoint a maximum of five additional members to represent various county agencies or the community at large to serve on any local team. Team members appointed by the board of county commissioners should represent the diversity of the community. This is an opportunity for teams to involve all aspects of the community that impact children or have the potential to impact children.

Since Craven County has a combined Team the following also must be on the Team: EMS or firefighter, district court judge, county medical examiner, local day care or Headstart. Current members in Craven County are found on the attached list.

Appointments needed by Board of Commissioners:

- ❖ Due to Judge Waddell's retirement, another District Court Judge needs to be appointed.
- ❖ Another appointment(s) from law enforcement is needed. Chris Morning or William Presslar of Havelock Public Safety are interested in being appointed. It would also be helpful to have a representative from New Bern Police Department and the Sheriff's Department.
- ❖ A person representing the faith based community, Terry Morgan, has been attending, but needs formal appointment as an at-large member.

- ❖ A parent of a child who died before the age of 18
- ❖ Parent/family consumer would be an important addition as an at-large member

Activities:

- ❖ Meet quarterly
- ❖ Case and fatality reviews-11 cases reviewed in 2011 (9 were fatalities not requiring DSS intervention)
- ❖ Reaching for Excellence in Practice and Accountability REAP completed Community Self-Assessment and developed an Achievement Plan
- ❖ Working together to reduce Gaps in services-Implemented January, 2012
 - Increase information to the community related to child issues-water safety, safe sleeping, safe surrender as well as child abuse and neglect
 - Increase Community Agencies knowledge of Child Abuse and Neglect and how to prevent it
 - Improve and develop family and parenting strengths
 - Maximize mental health and supportive services to parents when children are removed and during transitions back to the home
 - Improve identification of absent parents and through supportive contacts help them become involved with their children
 - Reunify foster children with their family/relatives within 12 months of removal whenever possible
 - Increase support to foster families and foster children to help with expediting the children's permanence and stability
- ❖ Assist the county DSS director in the protection of children living in the family being reviewed
- ❖ Inform the county commissioners about actions needed to prevent or ameliorate child abuse, neglect, or dependency.

COMMUNITY CHILD PROTECTION TEAM

§ 7B-1406. Community Child Protection Teams; Child Fatality Prevention Teams; creation and duties.

(a) Community Child Protection Teams are established in every county of the State. Each Community Child Protection Team shall:

- (1) Review, in accordance with the procedures established by the director of the county department of social services under G.S. 7B-1409:
 - a. Selected active cases in which children are being served by child protective services; and
 - b. Cases in which a child died as a result of suspected abuse or neglect, and
 1. A report of abuse or neglect has been made about the child or the child's family to the county department of social services within the previous 12 months, or
 2. The child or the child's family was a recipient of child protective services within the previous 12 months.
- (2) Submit annually to the board of county commissioners recommendations, if any, and advocate for system improvements and needed resources where gaps and deficiencies may exist.

In addition, each Community Child Protection Team may review the records of all additional child fatalities and report findings in connection with these reviews to the Team Coordinator.

SECTION .0200 - COMMUNITY CHILD PROTECTION TEAMS

10A NCAC 70A .0201 NATURE AND PURPOSE OF TEAM

(a) Community Child Protection Teams shall be established in every county in the state. Team membership shall consist of representatives of public and nonpublic agencies in the community that provide services to children and their families and other individuals who represent the community. These community representatives shall meet together on a regular basis:

- (1) to identify gaps and deficiencies in community resources which have impact on the incidence of abuse, neglect, or dependency;
- (2) to advocate for system improvements and needed resources where gaps and deficiencies exist in the child protection system;
- (3) to promote collaboration between agencies in the creation or improvement of resources for children as a result of their review of selected cases; and
- (4) to inform the county commissioners about actions needed to prevent or ameliorate child abuse, neglect, or dependency.

(b) The Community Child Protection Team shall not encompass a geographic or governmental area larger than one county.

History Note: Filed as a Temporary Adoption Eff. July 10, 1991, For a Period of 180 Days to Expire on

January 5, 1992;

*Statutory Authority G.S. 7B-302; 7B-1400; 7B-1401; 7B-1402; 7B-1403;
7B-1404; 7B-1405; 7B-1406; 7B-1407; 7B-1408; 7B-1409; 7B-1410; 7B-
1411; 7B-1412; 7B-1413; 7B-1414; 143B-153;*

Eff. December 1, 1991;

Amended Eff. September 1, 1994; July 1, 1993.

**Craven County
Community Child Protection Team/Child Fatality Protection Team
Operational Procedures
February 2012**

Operational Procedures are required for every Community Child Protection Team. These are the procedures adopted by the Craven County CCPT/CFPT in 2012. They are based on law and requirements established by General Statute 7B-1406 and North Carolina Administrative Code 10A NCAC 70A.0201.

❖ **Membership**

- Members will be appointed by the Craven County Board of Commissioners or designated by their agency according to North Carolina Administrative Code 10A NCAC 70A.0201. Suggestions for at-large appointments may be made to the Board of Commissioners for their approval and appointment. The membership shall represent the diversity of the county. North Carolina Administrative Code 10A NCAC 70A.0201.
- Terms for members will be according to their appointment by their agency, their position or their appointment by the Board of Commissioners
- Members are expected to attend all meetings and if 2 consecutive meetings are missed without notice or a substitute provided; or 4 consecutive meetings are missed for any reason, a request will be made to have a new representative appointed. Members may send a substitute representative if approved by the person who made the appointment of the designee and the representative must sign the confidentiality statement when attending a meeting

➤

❖ **Leadership**

- There shall be a Chairperson and Co-Chairperson elected by the Team.
- Terms for the Chairperson and Co-Chairperson shall be 4 years beginning in 2015
- Chairperson Responsibilities based on N.C.G.S. § 7B-1407(G)
 - The Chairperson will be responsible for scheduling and facilitating all meetings and assuring that there is an agenda and a record of every meeting.
 - The Chairperson will also be responsible for assuring confidentiality of the information shared at each meeting.
 - The Chairperson will report both to the State Division of Social Services and the Board of County Commissioners annually.
 - The chairperson will be responsible for maintaining membership as required by law and advising Commissioners or other agencies when there are absentee issues or the need to replace a member.
 - The chairperson should be an individual who is a proven leader and is willing to dedicate ample time and energy towards team maintenance.

- The chairperson shall participate in training developed by the Division of Social Services. Training opportunities for CCPT may be accessed through the learning site for North Carolina's Human Service Professionals: <http://www.ncswlearn.org>. Such training shall address the role and function of the child protection team, confidentiality requirements, an overview of CPS law and policy, and team record keeping.
 - The Division shall be notified when a new chairperson is elected.
- The Co-Chair will serve as Chairperson in the absence of the Chair and will become Chairperson after serving four years as Co-Chair or if the Chairperson has to leave office prior to the end of the four year term.
- ❖ Frequency of Meetings-Quarterly meetings will be held in January, April, July and October of each calendar year. Call-meetings may be arranged if needed.
 - ❖ Confidentiality Policies-
Confidentiality of Records N.C.G.S. §108A-80; N.C.G.S. §7B-1413
- This statute states that unless specifically excepted,

“it shall be unlawful for any person to obtain, disclose or use, or to authorize, permit, or acquiesce in the use of any list of names or other information concerning persons applying for or receiving public assistance or social services that may be directly or indirectly derived from the records, files or communications of the Department or the county boards of social services, or county departments of social services or acquired in the course of performing official duties except for the purposes directly connected with the administration of the programs of public assistance and social services in accordance with federal law, rules and regulations, and the rules of the Social Services Commission or the Department.”
 - Additionally, case records of juveniles under protective custody of DSS or under placement of the court are protected as confidential under N.C.G.S. §7B-2901. Breach of confidentiality is a misdemeanor offense.
 - Confidential information and records acquired or created by the CCPT in the exercise of its duties are not subject to discovery or introduction into evidence in any proceedings and may only be disclosed as necessary to carry out the purposes of the team. (N.C.G.S. §7B-1413(c))
 - No member of the CCPT, nor any person attending a meeting of the team, may testify in any proceeding about what transpired at the meeting, about information presented at the meeting, or about opinions formed by the person as a result of the meetings. This does not prohibit a person from testifying in a civil or criminal action about matters within that person's independent knowledge.

- The county director is authorized to share with the community child team any information available to him or her that is needed by the team members in the execution of their duties. In reviewing non-fatality cases CCPT shall have access to all medical records, hospital records, and records maintained by this State, any county, or any local agency as necessary to carry out the purposes of CCPT, including police investigation data, medical examiner investigative data, health records, mental health and social services records.
 - The federal **Family Educational Rights and Privacy Act (FERPA)**, which is commonly known as the “Buckley Bill”, limits with certain exceptions, the disclosure of information contained in public school records. One such exception pertinent to the purposes of a CCPT in reviewing non-fatality cases is when the health and safety of the student is in question. Thus, a public school whose student is the subject of an active protective service case may respond to an inquiry from the CCPT.
 - Information from alcohol and drug treatment programs is protected by federal regulations governing **Confidentiality of Alcohol and Drug Abuse Patient Records, 42 CFR Part 2**. The individual receiving these alcohol or drug treatment services must give written consent on the federal Consent for the Release of Confidential Information form. A general authorization for the release of medical or other information is **NOT** sufficient for this purpose. To obtain information from alcohol and substance abuse records without written consent from the patient CCPT must obtain a court order after a special hearing.
 - Each team member and invited participant shall sign a statement indicating their understanding of and adherence to confidentiality requirements including possible civil and criminal consequences of any breach of confidentiality. Rules regarding confidentiality shall apply to any personal files that are created or maintained by any team member or invited participant. A sample Confidentiality Agreement is provided here as **Attachment A**.
 - Team members are permitted to share with their respective agencies, on a need-to-know basis, information acquired at a CCPT meeting regarding a current client or referred case.
 - Members of the team who have access to client information and fail to comply with the rules of confidentiality shall be denied access to confidential information and are subject to dismissal from the team.
 - Any invited participant who is given access to client information during the team review and fails to comply with the rules of confidentiality shall be denied participation in further team reviews.
 - The county director shall not share any information that discloses the identity of individuals who have reported suspected abuse, neglect, or dependency to the county DSS.
 - Minutes of the general session shall not contain case specific information.
- ❖ Training
 - New members will receive a copy of the State and Local policies as available
 - Training will be provided by the State Coordinator as needed
 - ❖ Duties and Responsibilities of members
 - Attend all meetings or arrange for a substitute

- Follow up on all Action Plan items as assigned
- ❖ Case Reviews
 - A case review will be held at every meeting
 - DSS will provide a case unless another agency has asked to have a case presented
 - The CCPT Outline for Non-fatality Case Review (found in the CCPT Reference Guide) will be used to lead the case review
- ❖ Report to the State Division of Social Services and the Board of Commissioners
 - Format will be according to the CCPT Handbook guidelines
 - Year end report will be submitted annually by January 31st.
 - Report to the Board of County Commissioners will be presented as close to January 31st as can be scheduled.

Chapter 11 OFFENSES AND MISCELLANEOUS PROVISIONS

Article III. OUTDOOR SWIMMING POOLS, SPAS, AND HOT TUBS

Sec. 11-1. Definitions.

For the purposes of this article, the following words and phrases shall have the meaning respectively ascribed to them by this section:

Administrator: The Director of the Onslow County Planning and Development Department or his/her designee.

Swimming Pool: Any permanent outdoor structure intended for swimming or recreational bathing that contains water over 24 inches deep including in-ground, above-ground, and on-ground swimming pools, hot tubs, and spas, but not including temporary or inflatable pools having a depth of 24 inches or less. A structure is considered "outdoor" if it is not totally contained within a roofed structure and surrounded on all four sides by the walls of the enclosing structure.

Sec. 11-2. Prohibited.

It shall be unlawful for any person to cause, permit, maintain or allow a swimming pool to be a nuisance as defined herein.

Sec. 11-3. Fence required; Gates

All swimming pools shall be completely surrounded by a fence or solid wall not less than four (4) feet in height. If a fence is erected, the width between any opening or pickets shall not exceed four (4) inches. A fence, gate, or wall may be made of wood, metal, wire, masonry, concrete, tile, or plastic, or any combination thereof. Openings in any such fence, gate, or wall may not exceed four (4) inches. The wall(s) of a principal or accessory building may be used to meet this enclosure requirement. All gates or doors opening through such fence, wall, house, or building shall have self-closing and self-latching devices for keeping the gate or door closed at all times when not in actual use. Fence gates shall open outward away from the swimming pool.

Sec. 11-4. Modifications and exceptions.

The Administrator may make modifications in writing with respect to the height, nature or location of the fence, wall, gates or latches, in individual cases, upon a showing of good cause provided the protection as sought hereunder is not reduced thereby. The Administrator may permit in writing other protective devices or structures to be used so long as the degree of protection afforded by the substitute devices or structures is not less than the protection afforded by the wall, fence, gate and latch described herein.

Sec. 11-5. Pools -- Drained or covered.

Any swimming pool that is not in use for more than thirty (30) days shall either be drained or covered.

Sec. 11-6. Spas and Hot Tubs; Covers

Spas or hot tubs with a locked safety cover shall be exempt from Section 11-3. Covers must be closed and locked when the spa or hot tub is not in use.

Sec. 11-7. Enforcement

(a) Notice to abate.

Whenever a violation of this Chapter exists, the violation shall be considered a public nuisance and the Administrator shall give written notice to the owner, occupant, tenant, manager, or property management company of the property upon which such nuisance exists and/or upon the owner, occupant, tenant, manager, or property management company causing, maintaining, or allowing the nuisance to exist. If, upon reasonable diligence, the owner, occupant, tenant, manager, or property management company responsible for the nuisance cannot be determined or located, then the Administrator shall post the notice on the property.

(b) Contents of notice.

The notice to abate shall contain:

- (1) An order to abate the nuisance within a stated time, not to exceed ten (10) days from the date of mailing or the date of posting.
- (2) An order allowing the violator to request a hearing within a stated time, not to exceed ten (10) days from the date of receipt of the mailing or, if the owner, occupant, tenant, manager, or property management company responsible for the nuisance cannot be determined or located, then no later than ten (10) days from the date of posting.
- (3) The location of the nuisance, if the same is stationary.
- (4) A description of what constitutes the nuisance.
- (5) A statement of acts necessary to abate the nuisance.
- (6) A statement that if the nuisance is not abated as directed and no request for hearing is made within the prescribed time, the County will abate such nuisance, assess the cost thereof against such person, and pursue appropriate criminal or civil penalties.

(c) Service of notice.

The notice to abate a nuisance shall be served by certified mail or personally delivered to the violator. If, upon reasonable diligence, the owner, occupant, tenant, manager, or property management company responsible for the nuisance cannot be determined or located, then the Administrator shall post the notice on the property in a location visible from the nearest street.

(d) Persons liable.

The owner, tenant, occupant, manager, or land management company of any building or land or part thereof who participates or acts in concert, assists, directs, creates, or maintains a nuisance (the "violator") may be held responsible for the violation and subject to the fines, penalties, or remedies herein provided.

(e) Hearing and Appeal

At any time before the expiration of the abatement period specified, the respondent may request a hearing before the Administrator or his/her designee to appeal the finding that a public nuisance exists. The request for a hearing must be in writing and must be filed in the office of the Administrator. The Administrator shall fix a time for the hearing which shall be no greater than seven (7) days beyond the expiration of the abatement period, and the initial abatement order shall be temporarily suspended pending such hearing. Failure to request a hearing shall waive the right to do so after the abatement period has elapsed. At the hearing, the individual affected by the order shall be given the opportunity to present evidence to refute the findings which supported the abatement order. No later than five (5) days following completion of the hearing, the Administrator or his/her designee shall render a decision either revoking the initial order, issuing a final order which differs from the initial order, or affirming the initial order.

(f) Abatement by the County

Upon the failure of the violator to abate the nuisance following a hearing, or upon the failure of the violator to request a hearing, the Administrator may enter the property, take action to abate the nuisance, and prepare a statement of costs incurred in the abatement thereof.

(g) Payment of costs.

Upon completion of the abatement of any nuisance under the provisions of this chapter, the Administrator shall deliver to the finance officer a statement including the costs of labor, hauling and other necessary items of expense for such abatement. The finance officer shall thereupon mail a bill to the violator for the costs. When the violator is the property owner, the amount of the bill may be collected in a civil action or may become a lien upon said property and if not paid within thirty (30) days shall be collected in the same manner as provided for the collection of delinquent taxes. If the violator is not the property owner, the amount shall be recovered by the city in a civil action in the nature of debt.

(h) Civil remedies.

A violator who fails to abate a nuisance in the time specified shall be subject to a fine of two hundred dollars (\$200.00). No fine shall be assessed until the person alleged to be in violation has been notified of the violation by certified mail, return receipt requested, or by personal service. For each day the violation is not corrected, the violator shall be liable for a new and separate offense and subject to additional civil fines. If the violator fails to pay a fine within ten (10) days after being cited for violation, the fine may be recovered by the county in a civil action. In addition to or in lieu of any fine, the County may seek a mandatory injunction or order of abatement to enforce the provisions of this chapter.

(i) Criminal Remedies.

Any person violating the provisions of this Chapter shall be guilty of a misdemeanor and shall be subject to a fine of \$200.00, or imprisonment of not more than 30 days as specified by N.C.Gen.Stat. 14.4. Each day of violation of this Article shall be a separate and cumulative violation.

Sec. 11-8. Effective Date.

The effective date of this ordinance shall be one year from the date of adoption.

Community Child Protection Team Members May 2012

Address/Phone/Fax Numbers

| | |
|--|--|
| <p>leisha.hibbett@coastalcommunityaction.com Leisha Hibbett Coastal Community Action P.O. Box 729 Newport, NC 28570 Office: 252-223-1630 Fax : 252-223-1689 Membership date: 1/2012</p> | <p>Terry.brubaker@craven.nc.gov Terry Brubaker-Chairperson Craven County DSS PO Box 12036 New Bern, NC 28561 Phone: 252-636-4900 x 3081 Fax: 252-636-4946</p> |
| <p>gbryan@cravencountync.gov Gwendolyn M. Bryan, CMC(Information for Commissioners) Clerk to the Board of Commissioners Craven County 406 Craven Street New Bern, NC 28560 Phone: 252-636-6601 Fax: 252-637-0526</p> | <p>cumiskeyd@newbernpd.org (Needs formal appointment) Detective Dorothy DJ Cumiskey New Bern Police Dept. 601 George St. New Bern, NC 28560 Phone: 252-672-4252 Fax: Membership date: 4/23/12</p> |
| <p>dlsd2007@embarqmail.com Diane Donald 510-A S. Pollock St. New Bern, NC 28562 Phone: 252-637-9600 Fax: 252-636-5677</p> | <p>jenncecd@aol.com Jennettia Drake Craven County DSS Board of Directors 1165 Blades Rd. Havelock, NC 28532 Phone: 252-447-7611 Fax: n/a</p> |
| <p>Kent.flowers@craven.nc.gov Kent Flowers Director Craven County DSS PO Box 12036 New Bern, NC 28561 Phone: 252-636-4900 X 3057 Fax: 252-636-6463 Membership date: 3/22/06</p> | <p>NAJ007@gmail.com (Needs formal appointment) Nadia Anderson Parent-Community Representative 432 Godette School Rd. Havelock, NC 28532 Phone: 252-444-7286 Membership Date: 5/12</p> |
| <p>christylhawkins@hotmail.com Christy Hawkins (Catherine Stash) District Attorney's Office Post Office Box 1468 New Bern, NC 28563 Phone: 252-639-3102 Fax: 252-639-3131 Membership date: May, 2011</p> | <p>gail.c.horne@nccourts.org Gail C. Horne District Administrator Guardian Ad Litem, Dist. 3B Post Office Box 1275 New Bern, NC 28563 Phone: 252-639-3232 Fax: 252-633-3367</p> |
| <p>Debbie.kirkman@craven.k12.nc.us Debbie Kirkman Director of Student Services Craven County Board of Education 3600 Trent Road New Bern, NC 28562 Phone: 252-514-6341 Fax: 252-514-6376 Membership date: 7/01/10</p> | <p>the_word_55@yahoo.com Pastor Terry Morgan-(Needs formal appointment) Bay Bush Missionary Baptist Church 128 Traders Ave. Havelock, NC 28532 Phone: 252-241-9307 Fax: 252-444-2188 Membership Date: 4/2011</p> |

Community Child Protection/Child Fatality Team Members

Address/Phone/Fax Numbers

| | |
|---|--|
| <p>skite@cravencountync.gov Mr. Stanley Kite County Emergency Services Craven County Administration 406 Craven Street New Bern, NC 28560 Phone: 252-636-6608 Fax: 252-636-6655</p> | <p>robertsjd@usmc-mccs.org (Needs formal appointment) John Roberts Marine and Family Services PSC Box 8009 Cherry Point, NC 28533-0009 Phone: 252-466-2224 Fax: 252-466-5558 Membership date: 10-01-11</p> |
| <p>Mary.mallard@djjdp.nc.gov Mary Mallard, Director Department Juvenile Justice & Delinquency Prevention 509 Broad Street Post Office Box 1556 New Bern, NC 28563 Phone: 252-514-4718 Fax: 252-638-4857 Membership date: 2007</p> | <p>dmccabe@cravencountync.gov Dawn McCabe Nurse Practitioner Craven County Health Dept. PO Box 12610 New Bern, NC 28561-2610 Phone: 252-636-4920 x2064 Fax: 252-636-2413 Membership date: 6-07</p> |
| <p>amessina@cravencountync.gov Alisha Messina Craven County Health Dept. Post Office Box 12610 New Bern, NC 28561-2610 Phone: 252-636-4920 x2069 Fax: 252-636-2413 Membership date: 5-07</p> | <p>jennifer.wilson@student.cravenc.edu Jennifer Wilson (Need formal appointment) 4123 Camden Square Dr. New Bern, NC 29562 252-649-1094 Membership Date-5/2012</p> |
| <p>Mary.guilfoyle@craven.nc.gov Mary Moore Craven County DSS PO Box 12036 New Bern, NC 28561 Phone: 252-636-4900 x 3083 Fax: 252-636-4946 Membership date: 2010</p> | <p>CMorton@carolinaeasthealth.com Cynthia Morton, SANE Carolina East Health Center 2000 Neuse Blvd. P.O. Box 12157 New Bern, NC 28561 Phone: 252-633-8360 Fax: 252-633-8361</p> |
| <p>DRogers@carolinaeasthealth.com Deb Rogers, Medical Examiner Carolina East Health Center 2000 Neuse Blvd. P.O. Box 12157 New Bern, NC 28561 Office Phone: 252-633-8108 or 252-634-6197 Cell: 910-376-9355 Membership date: 12/10</p> | <p>cindy.m.dickerson@nccourts.org Judge ??? (-Need new appointment) Craven County Courthouse Annex 302 Broad Street New Bern, NC 28560-4903 Phone: 252-639-3011 cell 252-626-3144 Fax: 252- 639-3140</p> |

| | |
|--|---|
| <p>Alfreda.stout@craven.nc.gov Alfreda Stout Craven County DSS PO Box 12036 New Bern, NC 28561 Phone: 636-4951 x 3053 Fax: 252-636-6463</p> | <p>abryant@ecbhinc.org Amy Bryant East Carolina Behavioral Health System of Care Coordinator 800 Cardinal Rd. New Bern, NC 28560 Phone: 252-636-1510 Fax: 252-633-5070 Membership date: 2/2012</p> |
| <p>Additional Law Enforcement Representatives needed from Sheriff's Office and Havelock Police Department</p> | |

REC'D MAY 08 2012

Attachment #9.A.

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.

EMS Advisory Council

| | | | |
|----------------------|-------------------------------|-----------------|---|
| Name: | <u>Jonathan Stephens</u> | Home Phone: | <u>910-750-6191</u> |
| Home Address: | <u>3645 River Rd</u> | | |
| City: | <u>Vanceboro</u> | Zip Code: | <u>28586</u> |
| Township: | | City Limits: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Occupation: | <u>EMS Coordinator</u> | Business Phone: | <u>252-672-4698</u> |
| Place of Employment: | <u>Craven Comm College</u> | Fax Number: | |
| E-Mail Address: | <u>stephensj@cravencc.edu</u> | | |

(Please indicate your preferred contact number.)

Education

AAS In Emergency Medical Care

AAS in Business Management

Business and Civic Experience

Areas of Expertise, Interest, Skills

Paramedicine, Level 1 Basic Instructor, Level 2 Paramedic Instructor

Why do you want to serve?

I feel that I can make a positive impact on the EMS system in Crave County.

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

Date: 05/08/2012

Jonathan Stephens
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 (qbryan@cravencountync.gov) or fax: (252) 637-0526.

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

REC'D MAY 16 2012

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:

EMS Advisory Council

| | | | |
|----------------------|-----------------------|-----------------|---|
| Name: | Keith A. Morris | Home Phone: | 252 244-0203 |
| Home Address: | 1675 NC Hwy 118 | | |
| City: | Vanceboro | Zip Code: | 28586 |
| Township: | One | City Limits: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Occupation: | Industrial Contractor | Business Phone: | 252 229-9915 |
| Place of Employment: | OBI Linings, Inc. | Fax Number: | 252 244-0230 |
| E-Mail Address: | keith@obilinings.com | | |

(Please indicate your preferred contact number.)

Education

Bachelor of Science Business Administration, East Carolina University 1990

High School Diploma, West Craven High School 1986

Emergency Medical Technician - Paramedic, Craven Community College 1999

Business and Civic Experience

Captain of the Vanceboro Rescue Squad at Present. Previous terms as Captain 1991-1993, 1995, 1999.

Chief of the Vanceboro Rural Volunteer Fire Department 2001 - 2010

Vice President of O.B.I. Linings, Inc., Chocowinity North Carolina

Areas of Expertise, Interest, Skills

North Carolina EMT-Paramedic, North Carolina D.O.I. Fire Fighter Level II Certification & Level I Fire Service Instructor

Part-time EMS Instructor Craven Community College Division of Continuing Education

Previous employment as an EMS Project Director/Planner at the Neuse River Council of Governments 1990-1994

Why do you want to serve?

To provide representation for the Vanceboro Rescue Squad on the Craven County EMS Advisory Board.

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

Date: 05/16/2012


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) or fax: (252) 637-0526.

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

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:

Nursing Home Advisory Committee

Name: Cheryl Stevenson Home Phone: 252.571.3342
 Home Address: 903 Caroline Court
 City: New Bern Zip Code: 28560
 Township: Fairfield Harbour City Limits: Yes No
 Occupation: retired occupational therapist Business Phone: N/A
 Place of Employment: NA Fax Number: N/A
 E-Mail Address: cherdave78@gmail.com
 (Please indicate your preferred contact number.)

Education

B.S. in Occupational Therapy Indiana University 1977

Business and Civic Experience

none since my children are grown - was involved with PTA, Cub Scouts, Brownies, Little League at that time.

Areas of Expertise, Interest, Skills

D.T. deals with quality of life issues as its main goal. I have 30 years of experience in adult rehab in rehabilitation centers, home care, and outpatient settings.

Why do you want to serve?

It's time! I've been retired for almost 5 years and you can only play so much golf!

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

Date: 04/13/12

Cheryl Stevenson
Signature

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

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:

Board of Equalization & Review

| | | | |
|----------------------|----------------------|-----------------|---|
| Name: | Joe E Fogleman | Home Phone: | 252-637-5971 |
| Home Address: | 109 Broad Creek Road | | |
| City: | New Bern, NC | Zip Code: | 28560 |
| Township: | | City Limits: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Occupation: | Retired | Business Phone: | N/A |
| Place of Employment: | N/A | Fax Number: | N/A |
| E-Mail Address: | JFogle9880@aol.com | | |

(Please indicate your preferred contact number.)

Education

BS Electrical Engineering - NC State University - 1967

Business and Civic Experience

Retiree of RJ Reynolds Tobacco Company - 2004

Current Board member Coastal Regional Solid Waste Management Authority

Areas of Expertise, Interest, Skills

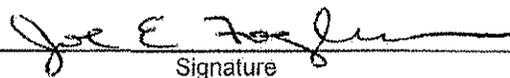
Registered Profession Engineer in NC

Why do you want to serve?

Civic Duty

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

Date: 05/12/2012


Signature

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Attachment #9.B.1

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:
Craven County Community Child Protection Team/Child Fatality Prevention Team

| | | | |
|-----------------------------|--|------------------------|---|
| Name: | <u>Nadia Anderson</u> | Home Phone: | <u>252-444-7286</u> |
| Home Address: | <u>432 Godette School Road</u> | | |
| City: | <u>Havelock</u> | Zip Code: | <u>28532</u> |
| Township: | <u>Craven</u> | City Limits: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Occupation: | <u>Civil Service Administrative Support</u> | Business Phone: | <u>252-466-2779</u> |
| Place of Employment: | <u>Southern Illinois University Carbondale</u> | Fax Number: | <u>252-447-1688</u> |
| E-Mail Address: | <u>naj007@gmail.com</u> | | |

(Please indicate your preferred contact number.)

Education

Currently a junior at Southern Illinois University Carbondale for a B.S in Health Care Management and Craven Community College for a A.S. in Business Administration.

Business and Civic Experience

Understand the mission and help support the Montford Point Marine Association Chapter 36, being a spouse of an active member.

Areas of Expertise, Interest, Skills

Being an active Foster/Adoptive parent allows me to help the children who need love, support, understanding, and safety.
 Making a difference even in a small way keeps me going,

Why do you want to serve?

I believe in preserving the safety of all children. Being on this committee will allow me to help create new ways to ensure the safety and well being of all our children.

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

Date: 05/03/2012

Nadia Anderson

Digitally signed by Nadia Anderson
 DN: cn=Nadia Anderson, o=SIUC, ou=OCAP-14,
 email=nadia.anderson@siu.edu, c=US
 Date: 2012.05.03 08:48:25 -0400

Signature

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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:

ABC Board

| | | | |
|----------------------|----------------------|-----------------|---|
| Name: | Fred "Chip" Hughes | Home Phone: | 252.633.5857 |
| Home Address: | 1037 Colleton Way | | |
| City: | Trent Woods, NC | Zip Code: | 28562 |
| Township: | | City Limits: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Occupation: | Director of Sales | Business Phone: | 252.622.5607 |
| Place of Employment: | DST | Fax Number: | |
| E-Mail Address: | chughes622@yahoo.com | | |

(Please indicate your preferred contact number.)

Education

| | |
|-----------------------------|---------------------------------|
| New Bern Senior High School | NC State Highway Patrol Academy |
| University of Maryland | |
| Craven Community College | |

Business and Civic Experience

| | |
|--|--|
| Commissioner, Town of Trent Woods | |
| Craven Community College Foundation | |
| Coastal Carolina Airport Authority (Secretary) | |

Areas of Expertise, Interest, Skills

| | |
|-----------------------------------|--|
| Public Service | |
| Law Enforcement and Public Safety | |
| Law Enforcement Instructor | |

Why do you want to serve?

To help ensure that the Craven County Alcoholic Beverage Control system is operated in a professional manner. That it's practices are in the best interest of Craven County. That it's resources are operated in an efficient, productive and transparent manner.

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

Date: 02/06/2012

Fred "Chip" Hughes

Digitally signed by Fred "Chip" Hughes
DN: cn=Fred "Chip" Hughes, o, ou,
email=chughes622@yahoo.com, c=US
Date: 2012.02.06 18:15:22 -05'00'

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) or fax: (252) 637-0526.

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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:

ABC Board

| | | |
|----------------------|------------------------------------|--|
| Name: | Barbara Whiteman | Home Phone: 252-447-5025 |
| Home Address: | 104 Greenway Court Havelock | |
| City: | | Zip Code: 28532 |
| Township: | | City Limits: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Occupation: | Retired business owner of 38 years | |
| Place of Employment: | | |
| E-Mail Address: | jwhiteman@ec.nc.com | |

(Please indicate your preferred contact number.)

Education

Associates in business

Business and Civic Experience

Business owner 38 years WHITEMANS ENGRAVING
OFFICE MANAGER BELKS 13 YEARS

Areas of Expertise, Interest, Skills

PEOPLE

AS A BUSINESS OWNER I HANDLED EMPLOYEES AND CUSTOMERS ,PAYROLL, BILLS

Why do you want to serve?

RECENTLY I SOLD BUSINESS AND HAVING SERVED ON THE BOARD BEFORE I HAVE AN IDEA WHAT IT IS LIKE AND HAVING THE TIME TO SERVE I WOULD BE VERY MUCH TO SERVE ON THE BOARD AGAIN

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

Date: 04/16/2012

com.apple.uniquely peer-
uid.D5C050BC-415D-42F4-987A-841786CF
5C36

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Signature

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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:

Planning Board *Zoning Board of a District*
North Carolina Eastern Region *Hay 70 Church*

Name: RICHARD MATHER Home Phone: 252 229 7775

Home Address: 132 Hilda Dr

City: New Bern N.C.

Zip Code: 28564

Township: #7

City Limits: Yes No

Occupation: Mather Construction Inc Business Phone: _____

Place of Employment: _____ Fax Number: 639 2545

E-Mail Address: _____

(Please indicate your preferred contact number.)

Education

2 yrs Community College

Business and Civic Experience

Owner of Mather Construction Inc

Areas of Expertise, Interest, Skills

Why do you want to serve?

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

Date: _____ Signature: *RM*

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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:

Planning Board, Economic Development Commission

| | | | |
|----------------------|--|-----------------|---|
| Name: | <u>Andre Pallapies</u> | Home Phone: | <u>(202) 744-7076</u> |
| Home Address: | <u>834 Gurten Street</u> | | |
| City: | <u>New Bern</u> | Zip Code: | <u>28562</u> |
| Township: | | City Limits: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Occupation: | <u>Attorney</u> | Business Phone: | <u>(252) 672-7927</u> |
| Place of Employment: | <u>BSH Home Appliances Corp. ("Bosch")</u> | Fax Number: | <u>(714) 845-2807</u> |
| E-Mail Address: | <u>andre.pallapies@bshg.com</u> | | |

(Please indicate your preferred contact number.)

Education

Juris Doctorate - George Washington University

Master of Science in Physics - University of Jena, Germany

Business and Civic Experience

Intellectual Property Law attorney both in private practice and corporate practice; real estate experience in property management and real estate development - overall 13+ years of work experience

Board member of New Bern Rotary Breakfast Club; instrumental in organizing New Bern Oktoberfest 2011

Areas of Expertise, Interest, Skills

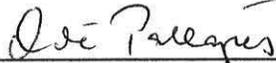
My interest is in assisting Craven County with its future growth, both in terms of land use and overall economic development. As an attorney, I have a general legal background that should be helpful in resolving some of the issues the community is facing in its future growth.

Why do you want to serve?

I have been in New Bern for a little more than 2 years and decided to stay here long-term. As a result, I just purchased a home here. Craven County is now my home. As a local resident, I would like to serve to make Craven County successful in its land use and economic development.

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

Date: 12/30/2011


Signature

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

Andre Pallapies
834 Gurten Street
New Bern, NC
Phone: (202) 744-7076
E-mail: Andre.Pallapies@gmx.net

Work Experience:

10/09 – present

Intellectual Property Counsel, Bosch and Siemens Home Appliances Corporation, New Bern, NC.

- Advising R&D departments on competitive IP landscape analysis, white spaces mapping and patent development strategy.
- Acquiring invention disclosures from R&D engineers and industrial designers to strategically develop patent portfolio.
- Preparing patentability and freedom-to-operate opinions.
- Reviewing and drafting IP provisions in joint development and vendor agreements.
- Reviewing and counseling on licensing agreements and Non-Disclosure Agreements.
- Preparing trademark clearance opinions.
- Monitoring and enforcing trademark portfolio.
- Managing in-house staff and outside counsel with respect to patent and trademark application preparation and prosecution and IP litigation.

10/07 – 09/09

Associate, Kimble Intellectual Property Law, PLLC, Washington, DC.

- Prepared and prosecuted patent applications in the mechanical and electrical arts.
- Prepared patentability opinions.
- Counseled inventors on patentability of their inventions.

06/04 – 9/07

Development Associate/Property Manager, EJJ Real Estate Services, Washington, DC.

- Proactively assisted principals of the company in the development of a \$12 Mio. 22-unit luxury condominium complex.

02/00 – 05/04

Associate and Student Associate, Sughrue Mion, PLLC, Washington, DC.

- Prosecuted patent applications for German and Japanese clients in EE fields of imaging and scanning, cellular networks, computer networks, semiconductor design, optics and printer technologies, for example.

06/97 – 01/00

Associate, Wagner & Geyer Patent Law Firm, Munich, Germany.

- Assisted in the prosecution of patent applications before the European and German Patent Offices.
- Received training in CDMA technology at Qualcomm's training facilities and at UCSD Extension in San Diego, CA (08/98 – 08/99).

Andre Pallapies

Education:

- 05/03 Juris Doctor, The George Washington University Law School,
Washington, DC.
- 05/97 Diplom (German equivalent of the M.Sc.), University of Jena,
Germany, Major: Physics, with emphasis on Optics.
- 08/94 - 09/95 Fulbright Scholar, University of New Mexico, Albuquerque, NM,
Major: Physics.
- 09/93 Vordiplom (German equivalent of the B.Sc.), University of Jena,
Germany, Major: Physics.
- 09/89 – 08/90 Military Service in former East German Army, Torgelow, Germany.

Honors:

- Fulbright Scholar.
- Member of former East German national team in radio sports (a combination of Morse code transmissions, orienteering racing, and shooting).

Special Skills:

German (fluent).

Bar Admissions:

Maryland
District of Columbia
United States Patent and Trademark Office

Community Work: Charity work in New Bern Breakfast Rotary Club; Board member.

References:

Available upon request.

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:

name Planning Board Zoning Board of Adjustment
North Carolina Eastern Region Hay 70 Coruch

Name: RICHARD MATHER Home Phone: 252 229 7775

Home Address: 132 Hilda Dr

City: New Bern N.C.

Zip Code: 28564

Township: #7

City Limits: Yes No

Occupation: Mather Construction Inc Business Phone: _____

Place of Employment: _____ Fax Number: 639 2545

E-Mail Address: _____

(Please indicate your preferred contact number.)

Education

2 yrs Community College

Business and Civic Experience

Owner of Mather Construction Inc

Areas of Expertise, Interest, Skills

Why do you want to serve?

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

Date: _____ Signature: Mather

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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:

Coastal Carolina Regional Airport Authority

| | | | |
|----------------------|---------------------------------|-----------------|---|
| Name: | William P. Rust | Home Phone: | 252-636-2956 |
| Home Address: | 1332 Pine Valley Drive | | |
| City: | New Bern | Zip Code: | 28562 |
| Township: | | City Limits: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Occupation: | Flag and Flagpole Dealer | Business Phone: | 252-635-2961 |
| Place of Employment: | A. Thompson Flags and Flagpoles | Fax Number: | 800-897-4531 |
| E-Mail Address: | thompsonflags@suddenlink.net | | |

(Please indicate your preferred contact number.)

Education

Princeton University BA 1957

Army Aviator - fixed and rotary wing

Business and Civic Experience

IBM Corp. - Sales; Smith Barney - Partner; A. Thompson - Owner

Current Board Member: Swiss Bear, New Bern Farmer's Market, Southern Gentlemen Barbershop Chorus

Past Board Member: YMCA, New Bern Rotary; Organized the 2011 Boy Scout Aviation Camporee

Areas of Expertise, Interest, Skills

Active general aviation Commercial Pilot - Single/Multi-engine, Land, Helicopter, instruments

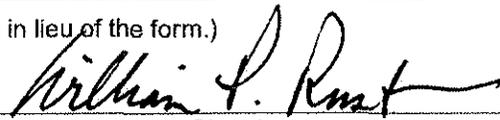
Currently serve as the Aircraft Owners and Pilots Association representative to The Coastal Carolina Regional Airport. Extensive business experience in sales and marketing.

Why do you want to serve?

To contribute my perspective and experience as a currently active General Aviation participant and to bring to bear my financial and business background.

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

Date: 12/30/2011


Signature

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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:

COASTAL CAROLINA REGIONAL AIRPORT AUTHORITY

Name: CHARLES MEEKINS Home Phone: 633-9848

Home Address: 3013 RIVER LANE

City: NEW BERN N.C. Zip Code: 28562

Township: _____ City Limits: Yes No

Occupation: FINANCIAL ADVISOR Business Phone: 633-6222

Place of Employment: WELLS FARGO ADVISORS Fax Number: 252-633-9492

E-Mail Address: charles.meekins@wellsfargo.com

(Please indicate your preferred contact number.) WORK

Education

BSBA UNC Chapel Hill
MS BUSINESS BARRY UNIVERSITY, MIAMI FL.

Business and Civic Experience

- 30 YRS FINANCIAL SERVICES INDUSTRY
- BOARD MEMBER N.C. COMMUNITY FOUNDATION FOR CRAVEN CTY
- FIRST PRESBYTERIAN CHURCH ENDOWMENT CHAIR
- VARIOUS FUNDRAISERS

Areas of Expertise, Interest, Skills

AVIATION * Aviation Safety; 22 YRS Military Flying (3500 hrs)
Financial Advisory; 32 YRS Civilian or General Av (1300 hrs)
Flying - Commercial Rating; single engine land, instrument
NO FOREIGN

Why do you want to serve?

I wish to participate & contribute in the continued growth & safety of our regional airport. I believe my military and general aviation experience will, along with my business experience make me a candidate worthy of consideration.
(A resume may be attached to this form, but will not be accepted in lieu of the form.)

Date: 5-15-12

Charles D Meekins
Signature

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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:

Coastal Carolina Airport Authority

| | | | |
|----------------------|--|-----------------|---|
| Name: | <u>Mary A. Harris</u> | Home Phone: | <u>252-474-5698</u> |
| Home Address: | <u>607 Jimmies Creek Drive</u> | | |
| City: | <u>New Bern</u> | Zip Code: | <u>28562</u> |
| Township: | <u>District 2</u> | City Limits: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Occupation: | <u>Director</u> | Business Phone: | <u>252-637-1551</u> |
| Place of Employment: | <u>New Bern Riverfront Convention Center</u> | Fax Number: | <u>252-637-0250</u> |
| E-Mail Address: | <u>mharris@cravencountync.gov</u> | | |

(Please indicate your preferred contact number.)

Education

Graduated from Jacksonville Senior High School. Obtained an Associate Art Degree in Business Management and Administration from Coastal Carolina Community College.

Business and Civic Experience

Served as Banquet Manager at the Sheraton in New Bern for 14 years. Held the position of Event Coordinator at the New Bern Riverfront Convention Center for 7 years before serving as the Director of the New Bern Riverfront Convention Center and the New Bern-Craven County Convention and Visitors Center for the last 3 years. Have participated in numerous tourism committees and boards over the last few years.

Areas of Expertise, Interest, Skills

Have acquired experience in customer service, event and banquet planning and hospitality and tourism marketing and initiatives. I am interested in improving all aspects of tourism for Craven County.

Why do you want to serve?

I am interested in serving on the Coastal Carolina Airport Authority Board to have the opportunity to share my hospitality and tourism expertise with the Airport Authority to assist with improving Coastal Carolina Airport as a larger destination airport for New Bern and Craven County.

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

Date: May 9, 2012

Mary A. Harris
Signature

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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:

Tourism Development Authority

| | | | |
|----------------------|--------------------------------------|-----------------|---|
| Name: | <u>T. Michael McMahon</u> | Home Phone: | <u>561.339.5487</u> |
| Home Address: | <u>413 Skysail Blvc.</u> | | |
| City: | <u>New Bern</u> | Zip Code: | <u>28560</u> |
| Township: | | City Limits: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Occupation: | <u>General Manager</u> | Business Phone: | <u>252.638.3585</u> |
| Place of Employment: | <u>DoubleTree by Hilton New Bern</u> | Fax Number: | <u>252.638.8112</u> |
| E-Mail Address: | <u>Michael.McMahon@hilton.com</u> | | |

(Please indicate your preferred contact number.)

Education

Cornell University - Certified General Manager Program

University of Massachusetts - BS Food Service

Business and Civic Experience

Areas of Expertise, Interest, Skills

Project Management, Trainer, Leadership Development, Customer Service, Sales & Marketing, Food & Beverage Operations

Why do you want to serve?

To get better involved in the Tourism Development for Craven County while also helping to make Craven County the premier destination in Eastern North Carolina.

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

Date: _____

Signature _____

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



TDA Appointment
Amy Hammond
to:
gbryan
04/05/2012 02:49 PM
[Show Details](#)

History: This message has been replied to.

Hi Gwen,

I hope you are doing well. It is time for the Craven County Commissioners to appoint a new motel operator to serve on the TDA Board. The current appointee, Barbara Dotterer's term will expire 6/30/12. I know in the past we have given you a recommendation to possibly go with. Mary would like to recommend Michael McMahon, the general manager of the Hilton New Bern/Riverfront Hotel. I have Mr. McMahon's resume if you'd like to have it.

Please let me know if you need any further information. I hope you have a wonderful Easter weekend!

Ms. Amy Hammond
Sales/Communications Assistant
New Bern-Craven County Convention & Visitors Center
203 South Front Street; P.O. Box 1713
New Bern, NC 28563
P: (252) 637-9400 / (800) 437-5767
F: (252) 637-0250
www.VisitNewBern.com



Great Expectations. Unexpected Surprises.

Please Note ALL Craven County email addresses have changed to name@cravencountync.gov.

All email correspondence to and from this address are subject to the North Carolina Public Records Law, which may result in monitoring and disclosure to third parties, including law enforcement.

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:

Tourism Development Authority Board

Name: Gary Curry Home Phone: 252-626-1701
Home Address: 2436 Tram Rd
City: New Bern Zip Code: 28562
Township: _____ City Limits: Yes No
Occupation: General Manager Business Phone: 252-636-3637 (Preferred)
Place of Employment: BridgePointe Hotel & Marina Fax Number: 252-637-5028
E-Mail Address: gcurry@colwenhotels.com

(Please indicate your preferred contact number.)

Education

Dixon High School, Holly Ridge, NC (1996 - 1999)

Craven Community College, New Bern, NC (2006 - Present: Currently obtaining a B.A. in Business; Will transfer to East Carolina University after taking one more class)

Business and Civic Experience

New Bern Chamber of Commerce Board Member (Current) - Craven County Partners In Education Executive Board Member (Current) President Elect

New Bern Chamber of Commerce Young Professionals Group Board Member - TDA New Assets Committee - Leadership Craven Graduate

New Bern Chamber of Commerce Ambassador & 2010 Volunteer of the Year - NC Coast Host President & 2008 Volunteer of the Year

Areas of Expertise, Interest, Skills

Business Management, Budgeting, Human Resources, Generating Sales, Problem Solving, Marketing, Tourism

Fishing, Gardening, Community Involvement

Why do you want to serve?

I have been working in tourism in Craven County for the last six years. It has always been a goal of mine to serve on the TDA board in order to enhance our regional tourism environment. I strongly feel that tourism will be a leader in creating job growth in our area and want to work with our community to enhance that growth to its full potential.

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

Date: _____

Gary Curry

Digitally signed by Gary Curry
DN: cn=Gary Curry, o=BridgePointe Hotel & Marina, ou,
email=gcurry@colwenhotels.com, c=US
Date: 2012.04.18 15:00:48 -0400

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) or fax: (252) 637-0526.

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

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:

Tourism Development Authority

| | | | |
|----------------------|---|-----------------|---|
| Name: | <u>Paul White</u> | Home Phone: | <u>252.638.5275</u> |
| Home Address: | <u>313 Taberna Circle</u> | | |
| City: | <u>New Bern</u> | Zip Code: | <u>28562</u> |
| Township: | <u>7</u> | City Limits: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Occupation: | <u>Tour Guide, Trolley Driver</u> | Business Phone: | <u>252.349.3456*</u> |
| Place of Employment: | <u>New Bern Tours & Convention Services</u> | Fax Number: | <u>252.672.4447</u> |
| E-Mail Address: | <u>pwhite@embarqmail.com</u> | | |

(Please indicate your preferred contact number.)

Education

B. S. in Bus. Admn. UNC-CH (Marketing)

Business and Civic Experience

Business owner for 26 years: Fantastic Sams Regional Franchise, Home Inventory Specialists

Areas of Expertise, Interest, Skills

Brought small events to New Bern since 1997, Tour Guide since 2007, Produced Theatre Events since 2006, Tryon Palace historical character, John Whitford as Historical Ambassador

Why do you want to serve?

I chose to move to New Bern in 2001. We love it here and constantly promote it with friends and acquaintances. Just last week promoted New Bern as site for 2013 N.C. Ducks Unlimited convention. Our theatre productions bring in patrons from outside the immediate area.

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

Date: 12/30/2011

Paul White

Digitally signed by Paul White
DN: cn=Paul White, o=SPW, Inc, ou,
email=pwhite@embarqmail.com, c=US
Date: 2011.12.30 12:17:41 -0500

Signature

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

For Internal Use Only

Date Received: 12-30-2011

Form is active until: 12-30-2013 (two years after date received)

Received by: A. Bryan (Initials)

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

By-laws specify hotel/motel industry. Eligible for at-large TDA appointment?

AN ORDINANCE TO AMEND
CHAPTER 24 ("NUISANCES")
ARTICLE II ("NOISE CONTROL")
OF THE
CRAVEN COUNTY
CODE OF ORDINANCES

BE IT ORDAINED by the Craven County Board of Commissioners as follows:

1. That a new Section 24-24 ("Penalties."), be added to the Craven County Code of Ordinances, to read as follows:

In addition to those penalties set forth in Sections 1.11 and 1.12 of the Code of Ordinances, violations of the provisions of this Article II, or failure to comply with any of its requirements, shall constitute a misdemeanor as provided in N.C.G.S. Section 14-4.

2. This Ordinance is adopted and effective this ____ day of _____, 2012.

CRAVEN COUNTY

By:

LEE KYLE ALLEN, Chairman
Craven County Board of Commissioners

ATTEST:

GWENDOLYN M. BRYAN
Clerk to the Board

-SEAL-