

AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
WEDNESDAY JUNE 13, 2012
8:30 A.M.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE MINUTES OF JUNE 4, 2012 REGULAR SESSION
MAY 29, 2012 AND JUNE 4, 2012 RECONVENED SESSIONS

1. TAX RELEASES AND REFUNDS: Glenn Jones, Chief Appraiser
2. CRAVEN AGING PLANNING BOARD PRESENTATION:
Georgia Newkirk, Chair
3. CONSIDERATION OF BUDGET ORDINANCE FOR ADOPTION:
Jack Veit, County Manager
4. VAD ORDINANCE MATTERS: Jim Hicks, County Attorney
 - A. Ordinance Changes
 - B. Legal Document
5. FINANCE MATTERS: Rick Hemphill, Assistant County Manager
for Finance/Administration
 - A. Budget Amendments and Ordinance Update
 - B. GovDeal Items
6. CDBG-BID AWARD FOR RIVER BEND SEWER LINE PROJECT:
Chad Strawn, Assistant Planning Director
7. APPOINTMENTS
 - A. Pending Appointments
 - B. Current Appointments
 - C. Future Appointments
8. COUNTY ATTORNEY'S REPORT: Jim Hicks
9. COUNTY MANAGER'S REPORT: Jack Veit
10. COMMISSIONERS' REPORTS

Agenda Date: June 13, 2012
Presenter: Glenn Jones
Agenda Item No. 1
Board Action Required: Yes

TAX RELEASES AND REFUNDS

Chief Appraiser, Glenn Jones, 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: June 13, 2012
Presenter: Georgia Newkirk
Agenda Item No. 2
Board Action Required: Yes

CRAVEN AGING PLANNING BOARD PRESENTATION

Georgia Newkirk, Chair of the Craven Aging Planning Board, will present the recommended 2012-2013 budget for the Home and Community Care Block Grant, as detailed in Attachment #2. The match amounts for the Craven County departments are included in the departmental budget requests. The Senior Companion Program and Havelock Senior Services did not request matching funds from the County.

Board Action: Receive information and consider recommended budget for approval

Agenda Date: June 13, 2012
Presenter: Jack Veit
Agenda Item No. 3
Board Action Required: Yes

CONSIDERATION OF BUDGET ORDINANCE FOR ADOPTION

County Manager, Jack Veit, will present the Budget Ordinance for FY 2012-13, which will be provided to you under separate cover.

Board Action: If there is no additional input from Commissioners regarding the budget, the Chairman will call for a motion to adopt the FY 2012-13 Budget Ordinance. A roll call vote will be required.

Agenda Date: June 13, 2012
Presenter: Jim Hicks
Agenda Item No. 4
Board Action Required: Yes

VAD ORDINANCE MATTERS

County Attorney, Jim Hicks, will present the following requests to the Board to finalize matters relative to the Voluntary Agricultural Districts and Enhanced Voluntary Agricultural Districts.

A. ORDINANCE CHANGES

A public hearing is requested by the Agricultural Advisory Board to accept changes to the County ordinance providing that an initial tract of qualifying land must be 10 acres and then any other lands associated with that farm used for farming purposes (plus or minus 10 acres) can be accepted under that initial qualifying tract.

B. LEGAL DOCUMENTS

A legal document is requested that will allow farmers to associate enrollment of farmlands into the VAD/EVAD program with the deed (i.e. record with the Register of Deeds and thus also be listed on the county GIS site). This will be a document between the Craven County Agricultural Advisory Board and the County of Craven that simply states that a landowner(s) has a signed Conservation Agreement and meets requirements associated with the Craven County Ordinance.

Board Action: Set public hearing and direct the County Attorney in preparation of the requested document, if the Board desires.

Agenda Date: June 13, 2012
Presenter: Rick Hemphill
Agenda Item No. 5
Board Action Required: Yes

FINANCE MATTERS

A. BUDGET AMENDMENTS AND ORDINANCE UPDATE

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

Amendments: Schools –One half of Article 40 and Article 42 sales tax distributed to counties is dedicated to school debt service. Given fiscal year-to-date collections and four more distributions to be credited to current fiscal year, it is anticipated that final receipts will be greater than originally projected. Need to budget an additional \$225,000 in expected revenue and corresponding transfer to Debt Service Fund.

Convention Center – Overall business at Convention Center exceeded projections for this fiscal year. Need to budget additional revenue of \$25,000 in space rental, \$5,000 in event personnel, \$3,000 in concessions and \$2,000 in utilities to cover the resulting increase in costs of \$20,000 for utilities, \$5,000 for maint/repair equipment, \$5,000 for advertising and \$5,000 for contractual expenses.

DSS/CARTS –Under the HCCBG (home community care block grant), a portion of funding has been reallocated from CARTS to DSS. Need to budget the additional \$3,487 available for spending by the Senior Center Health Promotions program of which \$3,139 is transferred from CARTS and \$348, the required 10% county match, from fund balance.

Health/Cancer Control – Additional \$ 6,885 in state funding allocated to Craven County Health Dept. This funding is for costs associated with breast cancer screening for women.

Rescue Squads – Ambulance service fees/collections in two squads exceeded amount budgeted. Need to budget an additional \$13,000 for Ft. Barnwell rescue and \$2,500 for Cove City rescue. (90% squads, 10% collection fees).

Tax Collections – Need to budget additional \$193,462 for a tax refund to BSH Home Appliances Corporation. Refund based on orders issued by the NC Property Tax Commission. A determination was made that personal property (equipment) was overvalued for tax years 2009, 2010 and 2011.

CDBG FY 10 Contingency Infrastructure – Need to budget \$50,000 funding from NCDOT for work related to the CDBG FY'10 Contingency Infrastructure Project. Agreement between NCDOT and Craven County dated May 3, 2011.

Ordinances: Close out CDBG FY 08 James City Project Fund 277.
Amend CDBG FY 10 Contingency Infrastructure Fund 278.

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

B. GOVDEAL ITEMS

The County recently sold some automobiles on GovDeals. Attachment #5.b. is a listing which includes these vehicles and in addition shows all items sold on GovDeals this past year. Many of these have been presented to the Board in past meetings but to be safe (in the event some were not included) it would be appropriate that the Board acknowledge the sale of all of these assets for audit purposes.

Board Action: Acknowledge receipt of information

Agenda Date: June 13, 2012
Presenter: Chad Strawn
Agenda Item No. 6
Board Action Required: Yes

CDBG-BID AWARD FOR RIVER BEND SEWER LINE PROJECT

Sealed bids for the proposed Infrastructure Sewer Line Project were opened at 11:00 AM on June 01, 2012, at the Craven County Planning Department. Ten (10) bids were received, opened, and tabulated by Avolis Engineering, P.A. The certified bid tabulation is shown in Attachment #6.

It has been recommended by The Project Engineer, Avolis Engineering, P.A. that the Board award the construction contract to the low bidder, W.O. White, LLC. The letter of recommendation from Avolis Engineering, P.A. is also attached.

Board Action: Motion to award River Bend Sewer Line Infrastructure Project to W.O. White, LLC as the lowest bidder (\$183,212).

Agenda Date: June 13, 2012
Presenter: _____
Agenda Item No. 7
Board Action Required: Yes

APPOINTMENTS

- A. PENDING APPOINTMENTS
- B. CURRENT APPOINTMENTS
- C. FUTURE APPOINTMENTS

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)

Regional Aging Advisory Committee

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

Eastern Carolina Workforce Development Board

(Two terms expiring: community based organization and private sector; no applications on file)

Craven Community Child Protection Team

(One application on file; Attachment #7.A.)

Nursing Home Advisory Committee

(Ones application on file; Attachment # 7.A-1)

B. CURRENT 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 #7.B.

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 X Specify: \$25 per meeting-members; \$30 per meeting- Chairman

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

Applications on File: Attachment #7.B-1

NORTH CAROLINA EASTERN REGION

AUTHORIZATION: N.C.G.S. 158-35

MISSION/FUNCTION: Governing Body of the Global Transpark Development Zone

NUMBER OF MEMBERS:

TYPE:

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

LENGTH OF TERMS: 4 Years

MEETING SCHEDULE: 2nd Thursday of third month of each quarter – 9:00 p.m.

COMPENSATION: No Yes Specify: Travel subsistence and reasonable per diem for attendance at meetings and other official functions, as determined by Commission

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

Applications on File: Attachment # 7.B-2

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 #7.B-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 # 7.B-4

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: TYPE:

18

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.**

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.**

C. UPCOMING APPOINTMENTS

July

Fire Tax Commissioner, Twp.7: William Laughinghouse (initial appointment 2002)
River Bend Planning Board, Extraterritorial: Thomas Zak (initial appointment 2001)

August

EMS Advisory Committee: Jackie Barrows, Harold Blizzard (Advisory), Chris Cangemi, Mark Dail, James Davis, Doug Furgason, John Harrell, Joe Hoffman, James Johnson, Stanley Kite (Advisory), Stanley Koontz, Linda Little, Jean Matthews, Robert Monteiro, Debra Rogers, Jane Sobotor, Robert Toler, Ronnie Weems, Rick Zaccadelli

Fire Tax Commissioners: Ray Hemphill (Rhems)

Promise Place: Jean Kenefick

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

Agenda Date: June 13, 2012
Presenter: Jim Hicks
Agenda Item No. 8
Board Action Required:

COUNTY ATTORNEY'S REPORT

COUNTY MANAGER'S REPORT

A. REGIONAL LIBRARY BOARD

Mr. Veit will discuss with the Board the necessary procedures remaining in expressing the County's intent relative to the Craven-Pamlico-Carteret Regional Library. (See Attachment #9.A.)

B. SCHEDULING ISSUES

The Board will be requested to consider scheduling follow-up sessions concerning redistricting issues.

Agenda Date: June 13, 2012

Presenter: _____

Agenda Item No. 10

COMMISSIONERS' REPORTS