

**AGENDA  
CRAVEN COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
MONDAY, AUGUST 6, 2012  
7:00 P.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE MINUTES OF JULY 16, 2012 REGULAR SESSION

CHAIRMAN'S PRIVILEGE

1. PETITIONS OF CITIZENS
  - A. Lovay Singleton
  - B. Bill Harper
  - C. Susan Cook
  - D. Jerry Schill
  - E. Pat Gallo
  - F. Rex Bennett
  - G. Ray Griffin
  - H. Steve Ipock
  - I. Chris Elks
  
2. TAX MATTERS: Ronnie Antry, Tax Administrator
  - A. Releases and Refunds
  - B. Annual Settlement
  - C. Charge to Tax Collector
  
3. PROPOSAL BY NORTH CAROLINA WILDLIFE RESOURCES COMMISSION TO DEVELOP AND MAINTAIN COWPEN LANDING BOAT ACCESS AREA: Eddie Games, Recreation Director
  
4. SUBDIVISIONS FOR APPROVAL: Don Baumgardner, Planning Director
  
5. TOWNSHIP 6 FIRE DEPARTMENT REQUEST: Chief Pete Bradeson, Assistant Chief Larry Curtis
  
6. BUDGET AMENDMENTS: Rick Hemphill, Assistant County Manager-Finance/Administration

7. APPOINTMENTS
  - A. Pending
  - B. Current
  - C. Upcoming
8. COUNTY ATTORNEY'S REPORT: Jim Hicks
9. COUNTY MANAGER'S REPORT: Jack Veit
10. COMMISSIONERS' REPORTS
11. CLOSED SESSION

Agenda Date: August 6, 2012

Presenters: Singleton, Harper, Cook, Schill, Gallo,  
Bennett, Griffin, Ipock, Elks

Agenda Item No. 1

Board Action Required: No

## PETITIONS OF CITIZENS

A. LOVAY SINGLETON

Ms. Singleton was scheduled to speak at the Board's July 2 meeting concerning the Veterans' Employment Base Camp and Organic Garden, but was unable to attend. Materials concerning the program were included at that time.

B. BILL HARPER

Mr. Harper wishes to speak about taxes.

C. SUSAN COOK

Ms. Cook will address the Board concerning the status of the Regional Library.

D. JERRY SCHILL

Mr. Schill would like to discuss legislative prayer.

E. PAT GALLO

Mr. Gallo will speak about political uncovering.

F. REX BENNETT

Mr. Bennett wishes to speak on prayer.

G. RAY GRIFFIN

H. STEVE IPOCK

Mr. Ipock will speak about prayer.

I. CHRIS ELKS

Mr. Elks will speak about prayer.

**Board Action: Receive information**

Agenda Date: August 6, 2012

Presenter: Ronnie Antry

Agenda Item No. 2

Board Action Required: Yes

## TAX MATTERS

### A. RELEASES AND REFUNDS

Craven County Tax Administrator, Ronnie Antry, will present the routine requests for tax releases and refunds contained in Attachment #2.A for the Board's approval.

**Board Action: A roll call vote is needed to approve tax releases and refunds.**

### B. ANNUAL SETTLEMENT

Before being charged with the collection of the taxes for 2012, the settlement of the 2011 taxes will be presented. Copies of the settlement appear as Attachment #2.B.

Pursuant to GS 105-373, it is requested that the Board accept this settlement and enter it into its minutes.

**Board Action: Vote to accept settlement**

### C. CHARGE TO THE TAX COLLECTOR

The Board is requested to adopt and enter into its minutes the attached order that is required by NCGS 105-321(b), as is done at this time each year. (See Attachment #2.C.)

**Board Action: Vote to direct Tax Administrator to collect 2012 taxes**

Agenda Date: August 6, 2012

Presenter: Eddie Games

Agenda Item No. 3

Board Action Required: Yes

**PROPOSAL BY NORTH CAROLINA WILDLIFE RESOURCES COMMISSION TO DEVELOP AND MAINTAIN COWPEN LANDING BOAT ACCESS AREA**

In the spring, the NC Wildlife Resources Commission (WRC) approached Craven County with the proposal to upgrade several aspects of the Cowpen Landing boat access area. Among the improvements will be paving of the area, a new boat launch area, bulkhead installation, and ADA access improvements. All totaled, their improvements are estimated to be approximately \$200,000 to \$250,000. Along with this proposal, they desire to enter into a long term lease with Craven County that will make them responsible for the maintenance and ongoing operation of the Cowpen Landing access area. Additionally, the WRC is willing to enter into a long term lease for the Spring Garden boat access area which they will maintain and operate also. This will be forthcoming once logistics are handled concerning the Board of Education.

As a part of the State's process, they required a public comment session where the citizens can comment on the proposed improvements. A called meeting of the Recreation Advisory Board was held on July 24 at 6:00pm in order to receive public comment. One citizen was in attendance and his questions were addressed by the WRC representative, Tom Covington. By consensus, the Recreation Advisory Board agreed to move forward with this proposal and to bring it before the Board of Commissioners. At this time, construction is scheduled for April 2013, however Mr. Covington stated that WRC could be flexible with that time in order to not interfere with the height of fishing season.

**Board Action: Receive the information and authorize the County Manager to enter into the development and lease agreement with the Wildlife Resource Commission.**

Agenda Date: August 6, 2012

Presenter: Don Baumgardner

Agenda Item No. 4

Board Action Required: Yes

## **SUBDIVISIONS FOR APPROVAL**

Craven County Planning Director, Don Baumgardner, will present the following recommended subdivisions for approval.

### Quail Woods Subdivision, Phase I, Section II – Final

- Property is owned by Quail Woods Village, LTD and surveyed by Terry K. Wheeler, PE,PLS
- Property is located within Twp 2, off of Quail Woods Dr.
  - Parcel IDs 2-015-024 and 2-015-6000
- Subdivision contains 5 lots on 2.95 acres
- Lots proposed to be served by First Craven Sanitary District Water and individual septic systems

### Kaitlyn G. Carnwath - Final

- Property is owned by Barbara F. Allen and surveyed by Mayo and Associates, P.A
- Property is located within Twp 1, off of Old Brick Rd. (SR 1628)
- Parcel ID 1-036-024
- Subdivision contains 1 lot on 1.09 acres
- Lot proposed to be served by an existing septic system and community water

### Robert N. Cox & Andrea W. Cox - Final

- Property is owned by Martha M. Cox and surveyed by Gaskins Land Surveying, P.A.
- Property is located within Twp 3, off of Loop Rd. (SR 1252)
- Parcel ID 3-024-038
- Subdivision contains 1 lot on 3.86 acres
- Lot proposed to be served by Craven County Water and proposed individual septic system

**Board Action: A vote to approve the subdivisions is needed.**

Agenda Date: August 6, 2012

Presenters: Chief Bradeson, Assistant Chief Curtis

Agenda Item No. 5

Board Action Required: No

### **TOWNSHIP 6 FIRE DEPARTMENT REQUEST**

Township Six Fire Department will request authorization to purchase and finance a 2000 gallon tanker for the department. Details of the proposed purchase are included as Attachment #5.

**Board Action: Receive information per contract with department, and determine if there is any objection.**

Agenda Date: August 6, 2012

Presenter: Rick Hemphill

Agenda Item No. 6

Board Action Required: Yes

## BUDGET AMENDMENTS

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

**Amendments:** Convention Center – Need to budget transfer of \$ 130,000 from Capital Reserve and \$ 50,000 in Hurricane Irene insurance proceeds for additional repairs at Convention Center to include chiller, kitchen floor, water heaters, etc.

Seized Property/Sheriff – Grant awarded in fiscal year 2012 to purchase 23 bullet proof vests. Sheriff dept not only needs to increase that order to 33 vests but also learned that the cost per vest has increased since grant application. Sheriff dept needs to budget a transfer of \$ 7,375 from their Seized Property fund to cover the increase.

Seized Property/Sheriff – Sheriff dept would like to budget \$1,565 in their Seized Property fund. These funds are needed to purchase two handguns and four magazines.

Volunteer Fire Depts – Need to budget \$ 2,730 in additional fire dept funds to cover shortages in Volunteer Fire Department's workers compensation lines. VFIS invoice dated 07/27/12 is for \$ 70,460.00.

Health/Child Health – Funds were appropriated in fiscal year 2012 for converting from 'Allscripts MyWay' to 'Allscripts Professional Patient Mgmt & My Way EHR (electronic health records)'. The only portion not completed in fiscal year 2012 was the back end costs for My Way software. Need to carryover the \$ 73,257 budgeted for this purpose to fiscal year 2013 so work can be complete in time to go-live as scheduled in September.

Cooperative Extension/EFNEP– A \$ 6,000 grant was received from CarolinaEast Foundation in fiscal year 2012. These funds are used to provide supplies for the Expanded Food and Nutrition Education Program (EFNEP). As of June 30, 2012, \$ 5,513 remained unspent. Need to carry over this balance for use in fiscal year 2013.

Cooperative Extension/SHIIP – Senior Health Insurance Information Program had \$ 6,322 available to spend in fiscal year 2012. Of the available funds, \$ 1,843 remained unspent on June 30, 2012. Those funds need to be carried over and budgeted for fiscal year 2013.

General – Non-departmental – Need to budget \$ 200,000 for continued recovery from Hurricane Irene. Expecting further reimbursements from FEMA for storm related damages attributable to the August 27, 2011 storm.

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

Agenda Date: August 6, 2012

Presenter: \_\_\_\_\_

Agenda Item No. 7

Board Action Required: Yes

## APPOINTMENTS

- A. PENDING
- B. CURRENT
- C. UPCOMING

**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)

**Fire Tax Commissioner (Twp.7)**

(One term expiring; William Laughinghouse; no applications on file)

**River Bend Planning Board – Extraterritorial Member**

(One term expiring ; no applications on file)

**Recreation and Parks Advisory Board**

(Forrestine Riggs appointed July 13 for Twp. 3; one meeting waiting period not waived. Needs to be affirmed.)

**PENDING APPOINTMENT(S), Cont'd.**

**RECREATION AND PARKS ADVISORY BOARD**

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: 3<sup>rd</sup> Monday at 6:00 p.m.; Administration conference room

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

**Term(s) Expiring:** Mike Marks (Twp. 9)  
Brad White (At-large)

**No applications on file**

**B. CURRENT APPOINTMENTS: AUGUST**

**EMERGENCY MEDICAL SERVICES ADVISORY COUNCIL**

AUTHORIZATION: \_\_\_\_\_

MISSION/FUNCTION: Functions as a technical committee of the Board of Commissioners to develop and recommend for approval by the Board of Commissioners standards of care, policies, procedures and actions which will maintain and improve the quality of Emergency Medical Services for Craven County residents.

NUMBER OF MEMBERS:  
28

TYPE:  
(See Below)

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):  
1) Craven County Manager, or designee; 2) Director of Emergency Services; 3) representative from each EMS provider; 4) representative from each authorized First Responder provider; 5) hospital president or designee; 6) County Medical Director; 7) physician nominated by Craven County Medical Society; 8) representative from Communications division; 9) representative nominated by Craven County Firemen’s Association; 10) hospital emergency room supervisor; 11) non-provider affiliated citizen; 12) Community College Dean of Continuing Education; 13) representative nominated by Craven County Law Enforcement Association; \_\_\_\_\_ 14) representative from Naval Hospital at Cherry Point;; 15) ad hoc members to include ECCOG, EMS Director, NCOEMS, and Executive Director of the American Red Cross \_\_\_\_\_

LENGTH OF TERMS: 2 Years; COMPENSATION: No X Yes  Specify: \_\_\_\_\_

**Term(s) Expiring:**

- Jackie Barrows - Craven County Communications
- Chris Cangemi – N.C. OEMS
- Mark Dail – Rhems F.D.
- James Davis – Carolina East Health Systems
- Doug Ferguson – At-large
- John Harrell – Bridgeton Rescue
- Joe Hoffman – Craven County Law Enforcement Association
- James Johnson – MCAS Cherry Point
- Stanley Koontz – Carolina East Medical Director
- Linda Little – Eastern Carolina Council of Governments
- Jean Mathews – Cove City Rescue
- Robert Monteiro – Eastern Carolina Internal Medicine
- Debra Rogers – Carolina East Emergency Department Supervisor
- Jane Sobotor – Carolina East
- Robert Toler – Red Cross
- Ronnie Weems – Firemen’s Association
- Chris Zaccardelli – City of Havelock

**Applications on file. (Attachment #7.B.)**

**FIRE TAX COMMISSIONERS**

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

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

NUMBER OF MEMBERS:  
30

TYPE:  
3 per District

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

Must be a qualified voter of the district represented.

LENGTH OF TERMS: 2 Years

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

**Term(s) Expiring:** Commissioner, Rhems: Ray Hemphill (initial appointment 2010)

**Applications on file. (Attachment # 7.B. -1)**

**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: (Several Pending Vacancies)**

**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: 3<sup>rd</sup> Tuesday of each month; 2:00 p.m.

COMPENSATION: No  Yes  Specify: \$100/month

**Term(s) Ending: Lee Ashburn Resignation**

**Applications on File: Attachment # 7.B-3**

**C. UPCOMING APPOINTMENTS**

**August**

Promise Place: Jean Kenefick

**September**

Fire Tax Commissioners: Dred Mitchell (Cove City)

**October**

Firemen's Relief Fund Board of Trustees: Felix Croom (Ft. Barnwell); Robert Stroud (Dover);  
initial appointments 2008

Fire Tax Commissioners: George Ewell (Twp. #1; initial appointment 2006)

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

Agenda Date: August 6, 2012

Presenter: Jim Hicks

Agenda Item No. 8

## **COUNTY ATTORNEYS'S REPORT**

Agenda Date: August 6, 2012

Presenter: Jack Veit

Agenda Item No. 9

## **COUNTY MANAGER'S REPORT**

Agenda Date: August 6, 2012

Presenter: \_\_\_\_\_

Agenda Item No. 10

## **COMMISSIONERS' REPORTS**

Agenda Date: August 6, 2012

Presenter: \_\_\_\_\_

Agenda Item No. 11

### **CLOSED SESSION**

The Board will be requested to go into closed session pursuant to N.C.G.S. 143-318.11(a)(3) for consultation with the County Attorney.