

**AGENDA  
CRAVEN COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
MONDAY, OCTOBER 15, 2012  
8:30 A.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE MINUTES OF OCTOBER 1, 2012 REGULAR SESSION

1. REQUEST FOR HEALTH FEE APPROVAL: Scott Harrelson, Health Director
2. SOIL AND WATER CONSERVATION MATTERS: Pam Hawkins, Office Supervisor; Patrick Baker, Natural Resources Conservationist; Dietrich Kilpatrick, Chair, Soil and Water Conservation District Board; Jack Veit, County Manager, Rick Hemphill, Assistant County Manager, Finance/Administration
  - A. Grant Award Acceptance
  - B. Allocation of Additional County Funds to Complete Project
3. TAX DEPARTMENT MATTERS: Ronnie Antry, Tax Administrator
  - A. Releases and Refunds
  - B. Changes in Taxation of Motor Vehicles
4. REVISION OF PERSONNEL MANUAL: Joan Harrell, Human Resources Director
5. CONVENTION AND VISITORS CENTER REQUEST: Mary Harris, Convention Center Director
6. PLANNING DEPARTMENT MATTERS: Don Baumgardner, Planning Director
  - A. CDBG-FY 11 RFC Elevation Project Award
  - B. NCDOT Request for Addition to State Maintained Secondary Road System
7. ECONOMIC DEVELOPMENT UPDATE: Gene Hodges, Assistant County Manager – Facilities/Operations
8. BUDGET AMENDMENTS: Rick Hemphill, Assistant County Manager – Finance/Administration

9. APPOINTMENTS
  - A. Pending
  - B. Upcoming
10. COUNTY ATTORNEY'S REPORT: Jim Hicks
11. COUNTY MANAGER'S REPORT: Jack Veit
12. COMMISSIONERS' REPORTS

Agenda Date: October 15, 2012

Presenter: Scott Harrelson

Agenda Item No. 1

Board Action Required: Yes

### **REQUEST FOR HEALTH FEE APPROVAL**

At its meeting of October 8, 2012, the Board of Health recommended the schedule of adjustments to fees in the clinics, as detailed in Attachment #1. It is required that charges be equal to or greater than the rates paid by Medicaid and Medicare in order to receive full reimbursement for services. The attachment shows the current rate for the service and the newly instituted Medicaid rate.

**Board Action: Consider approval of fee adjustments as recommended**

Agenda Date: October 15, 2012

Presenters: Hawkins, Baker, Kilpatrick, Veit, Hemphill

Agenda Item No. 2

Board Action Required: Yes

## **SOIL AND WATER CONSERVATION MATTERS**

### **A. GRANT AWARD ACCEPTANCE**

The Soil and Water Conservation team will seek approval to accept a grant award, as detailed in Attachment #2, to address debris removal in Swift Creek.

### **B. ALLOCATION OF ADDITIONAL COUNTY FUNDS TO COMPLETE PROJECT**

Attachment #2 also contains a map of the proposed project area, which is extensive. County funds will be needed to supplement the grant in order to complete the project.

**Board Action: A roll call vote will be necessary to allocate funds to this project.**

Agenda Date: October 15, 2012

Presenter: Ronnie Antry

Agenda Item No. 3

Board Action Required: Yes

## TAX DEPARTMENT MATTERS

### A. RELEASES AND REFUNDS

Craven County Tax Administrator, Ronnie Antry, will present the routine requests for tax releases and refunds contained in Attachment #3.A. for the Board's approval.

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

### B. CHANGES IN TAXATION OF MOTOR VEHICLES

The North Carolina General Assembly has enacted legislation that will change the way registered motor vehicles are taxed beginning July 1, 2013. Beginning with the vehicle renewals that expire that month, the vehicle owner/taxpayer will receive an invitation to renew the registration that includes the property tax. For most taxpayers, this means that in addition to the usual \$28.00 registration fee, the ad valorem property taxes for the county, municipality, fire and special service districts will be included and the taxpayer will pay all registration fees and taxes at one time to NCDMV when the tag is renewed. This new system has many added benefits to counties and to taxpayers. Vehicle owners will have just one bill to pay rather than two. Counties will eventually not have the expense of mailing tax notices to vehicle owners to collect current and delinquent property taxes. In theory, the new system provides for 100% of the property taxes to be collected on registered motor vehicles.

The new system is a much different one from the current one under which we operate in that taxpayers will be making the payments to DMV rather than to our office. The first of the last twelve months of vehicle renewals that will be taxed under the current system are being mailed this month. Staff with the state project office in Raleigh have provided the property tax bill insert and informational brochure, contained in Attachment #3.B. to inform vehicle owners and taxpayers about the upcoming change. They recommend that we consider adding the insert to the next twelve months of vehicle tax notices as this is probably the most cost effective way that we can notify every vehicle owner of the upcoming change. I estimate that the additional cost will be about \$1,660.00 if we elect to send the attached 8 ½" x 3 2/3" insert to each of the 85,000 or so vehicles that are registered in the county. If we were to choose to insert the two-sided 8 ½" x 11" brochure, the additional cost would increase to about \$3,000.00.

Tax Administrator, Ronnie Antry, will be present to discuss these changes and to receive your direction as to how you'd like to manage these changes.

**Board Action: Receive information and provide direction.**

Agenda Date: October 15, 2012

Presenter: Joan Harrell

Agenda Item No. 4

Board Action Required: Yes

## REVISION OF PERSONNEL MANUAL

The Craven County Personnel Resolution was first adopted on November 1, 1982. This is the controlling document dealing with all personnel matters. As you can imagine policies and regulations have changed quite drastically since 1982. We felt it time to revise the entire Manual incorporating the previous amendments and additions as well as new policies and revisions.

Attachment #4 for your review and approval contains the changes being made to the Personnel Resolution, to include current policy and proposed change/addition.

**Board Action: Consider proposed changes to the Personnel Resolution for approval.**

Agenda Date: October 15, 2012

Presenter: Mary Harris

Agenda Item No. 5

Board Action Required: Yes

### **CONVENTION AND VISITORS CENTER REQUEST**

The Convention and Visitor Center will provide a brief overview of the NCACC in 2008, with the goal of gaining support and consideration from the Commissioners for a possible bid in 2015. The presentation will include the economic impact numbers the conference had on Craven County in 2008 and the projected economic impact the group could have in 2015. (See Attachment #5.)

**Board Action: Receive information and provide direction.**

Agenda Date: October 15, 2012

Presenter: Don Baumgardner

Agenda Item No. 6

Board Action Required: Yes

## PLANNING DEPARTMENT MATTERS

### A. CDBG – FY 11 RFC ELEVATION PROJECT AWARD

Craven County accepted bids for the elevation of a single-family structure (Luper residence) located at 101 New Street in Bridgeton on September 19, 2012. This project is being funded with 2011 Repetitive Flood Claim funds provided by FEMA through the NC Division of Emergency Management. Two bids were received, and the low responsible bid of \$149,990 was submitted by B&B Construction of Chocowinity. (Three bids are not required by the NC General Statutes since 1) this is not a public contract and 2) the statutory limit for the formal bidding process on public projects has been increased to \$500,000.) HCP, Inc., has worked with B&B on numerous elevation projects in Beaufort County since 2005, and is confident that they have the ability to perform the work to the satisfaction of the owners and the Town of Bridgeton building inspector.

The cost/benefit analysis performed by FEMA for this structure will allow only a maximum elevation hard cost of \$142,800. Therefore, HCP met with B&B Construction on October 4th and B&B has agreed to reduce their bid to \$142,000 to satisfy the funding requirement. The owners will contribute \$37,320 in personal funds to the elevation contract, and the FEMA grant will be \$104,680. (See Attachment #6.A.)

**Board Action: Award the FY11 RFC Elevation Contract to B&B Construction for \$142,000.**

### B. NCDOT REQUEST FOR ADDITION TO STATE MAINTAINED SECONDARY ROAD SYSTEM

Attachment # 6.B contains a petition from the developers of River Bluffs Subdivision requesting the Board of Commissioners approve the attached petition that requests the following subdivision roads to be added to the State of North Carolina for maintenance.

- Westerly Drive, Easterly Drive, Calico Drive, Banks Drive and Stillwood Court in the River Bluffs Subdivision located within Township 7

The resolution once passed will be forwarded to NCDOT for their final consideration and acceptance of the roads to the State Maintenance System.

**Board Action: A vote by the Board of Commissioners is needed to approve the Road Addition Resolution.**

Agenda Date: October 15, 2012

Presenter: Gene Hodges

Agenda Item No. 7

Board Action Required: Yes

## **ECONOMIC DEVELOPMENT UPDATE**

Since July 1, Gene Hodges has served as the Interim Economic Development Director as Craven County has undertaken a reorganization of our approach to economic development. With the collaboration of the County Manager and the Economic Development Special Workgroup, chaired by Commissioner Taylor, we have made strides towards achieving success towards our reorganization plan. We wanted to give you a quick update on activities and observations that have been completed since July.

Topics to be discussed:

- Economic Development Projects Update
- Property and Building Inventory
- RFP for Craven County Comprehensive Strategic Plan
- Executive Search
- Economic Development Roundtable

**Board Action: Receive the information and provide direction if necessary.**

Agenda Date: October 15, 2012

Presenter: Rick Hemphill

Agenda Item No. 8

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:** DSS Adult Services – Budget \$4,371 additional Family Caregiver funding. These funds are from the Division of Aging and are to be utilized for the Adult Services in Home Program. Funding is 100% reimbursable requiring no County match.

Risk Reduction/Project Assist – NC Tobacco Prevention and Control Branch awarded Craven County Health Dept \$61,140 for FY’13. Only \$54,717 was budgeted at the beginning of the fiscal year. Need to budget the remaining \$6,423 for advertising material, training, travel and other related purchases.

Cooperative Extension/SHIIP – Senior Health Insurance Information Program was originally budgeted to receive \$4,000 in grant funds for FY’13. The actual amount of funding was \$5,146. Need to budget the additional \$1,146 received.

General – Non-departmental – Need to budget an additional \$75,000 for continued recovery from Hurricane Irene. FEMA will reimburse for this overage in debris at Creekside Park.

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

Agenda Date: October 15, 2012

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

Agenda Item No. 9

Board Action Required: Yes

## APPOINTMENTS

- A. PENDING
- B. UPCOMING

**A. PENDING APPOINTMENT(S):**

**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)

**Recreation and Parks Advisory Board**

(One vacancy to replace Mike Marks, representing Twp. 9; no applications on file)

**New Bern Board of Adjustment, (Extraterritorial Seat)**

(Replace Starlin Beatty; no applications on file)

**Adult Care Home Advisory Committee**

(Four vacancies remaining, no applications on file)

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

**JUVENILE CRIME PREVENTION COUNCIL (JCPC)**

AUTHORIZATION: N.C.G.S. 147-33.66

MISSION/FUNCTION: To assess the needs of juveniles in the community, evaluate the adequacy of resources available and develop or propose ways to address unmet needs.

NUMBER OF MEMBERS:  
25 (maximum)

TYPE:  
From among the following categories, or in some instances, the designees of the specified position: school superintendent, chief of police, sheriff, district attorney, chief court counselor, area mental health director, social services director, county manager, substance abuse professional, member of faith community, county commissioner, person under the age of 21, juvenile attorney, chief district court judge, member of the community, local health director, non-profit representative, parks and recreation  
up to seven additional  
Board of

defense  
business  
representative,  
members appointed by the  
Commissioners

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

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: 2<sup>nd</sup> Monday of the month 12:30 p.m.

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

**Terms Ending:**    **Michael Barnhill, Juvenile Defense Attorney (2001)**  
                          **Jean Huryn, Substance Abuse Professional (2009)**  
                          **Debbie Kirkman, School Superintendent's Designee (2010)**  
                          **Sandra Phelps, United Way (2000)**  
                          **Todd Shuart, YMCA; Parks and Recreation Representative (2010)**

**Application(s) on File:**    **(Attachment #9.A.)**  
  **Jean Huryn**  
  **Debbie Kirkman**  
  **Sandra Phelps**  
  **Todd Shuart**

**FIREMEN'S RELIEF FUND BOARD OF TRUSTEES**

AUTHORIZATION: NCGS 58-84-30

MISSION/FUNCTION: To safeguard firefighters in active service and dependent members of their families from financial loss resulting from sickness, injury or loss of life suffered while in performance of his or her duties as a firefighter.

NUMBER OF MEMBERS:  
5 per department

TYPE:  
2 appointed by Board of Commissioners; 2 appointed by the department; 1 appointed by Commissioner of Insurance

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

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: As necessary

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

**Term(s) Ending:**    **Robert Stroud, Dover (First Appointed 2008);** no applications on file; pending from last meeting)

**(New Vacancy)**

**Bobby McLawhorn, Rhems (Deceased; Application on file) Attachment # 9.A.1 (Aaron McLawhorn)**

**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

MEETING SCHEDULE: \_\_\_\_\_

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

**Term(s) Ending: George Ewell, Twp. #1 (first appointed 2006); was reappointed October 1, 2012 with no application on file; however, it has been learned that Mr. Ewell did not wish to be considered for reappointment. Twp. 1 has submitted an application for Joseph Midgette (Attachment # 9.A. 2 )**

**(New Vacancies)**  
**Bobby McLawhorn, Rhems (Deceased); application on file**  
**(Aaron McLawhorn- Attachment #9.A.2)**

**Kenneth Dunn, Tri-Community (Moving); application on file**  
**(Rolf Maris – Attachment # 9.A.2)**

**B. UPCOMING APPOINTMENTS**

**November**

Fire Tax Commissioners: Linwood Brown (West New Bern); initial appointment 1998;  
Rodney Russell (Twp.3); initial appointment 2006

**December**

Health: Verdelle Newby, initial appointment 2007  
New Bern Library: Kenneth Brinson, initial appointment 2006  
Commissioners' Appointments

**Board Action: Consider all necessary appointments**

Agenda Date: October 15, 2012

Presenter: Jim Hicks

Agenda Item No. 10

## **COUNTY ATTORNEY'S REPORT**

Agenda Date: October 15, 2012

Presenter: Jack Veit

Agenda Item No. 11

## **COUNTY MANAGER'S REPORT**

Agenda Date: October 15, 2012

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

Agenda Item No. 12

## **COMMISSIONERS' REPORTS**

**CRAVEN COUNTY HEALTH DEPARTMENT**  
**Board of Health Fee Approval**  
**Recommendation**

**Date:** October 8, 2012

**Fee Addition Recommended:** We are requesting the below rates to be retroactive to September 10, 2012.

**Reason for Additions:** These lab tests are usually part of a lab panel. Our Primary Care clinic may want to order the individual lab test instead of the entire panel.

<b>Code</b>	<b>Description</b>	<b>Medicaid Rate</b>	<b>Proposed Rate</b>
84478	Triglycerides	\$7.32	\$8.00
83718	HDL Cholesterol	\$10.41	\$11.00
82248	Bilirubin, Direct	\$6.39	\$7.00
82040	Albumin	\$6.30	\$7.00
84155	Protein, Total	\$4.66	\$5.00
84460	Alanine Amino	\$6.73	\$7.00
84075	Phosphatase, acid, total	\$6.58	\$7.00
80051	Electrolyte panel	\$8.77	\$9.00
84132	Potassium	\$5.84	\$6.00
82435	Chloride; blood	\$5.84	\$6.00
84295	Chromium	\$6.12	\$7.00
82374	Carbon Dioxide	\$6.22	\$7.00
82310	Calcium; Total	\$6.55	\$7.00
82565	Creatinine; blood	\$6.52	\$7.00
84520	Urea nitrogen; quantitative	\$5.01	\$5.00
80050	General health panel	\$11.73	\$15.00

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## Craven County Stream Debris Removal Project

In December 2011 the Craven Soil & Water Conservation District was notified of funding available to remove storm related debris from waterways. Below is an excerpt from the notification:

*"The Division of Water Resources is awarding a \$600,000 grant to the Department of Agriculture and Consumer Services to assist communities to remove woody debris impeding flow in streams and drainage ways from Hurricane Irene in September and from tornados that hit eastern NC in April, 2011. The Division of Soil and Water Conservation will administer this debris cleanup program by contracting with local governments to hire contractors to remove and properly manage the debris."*

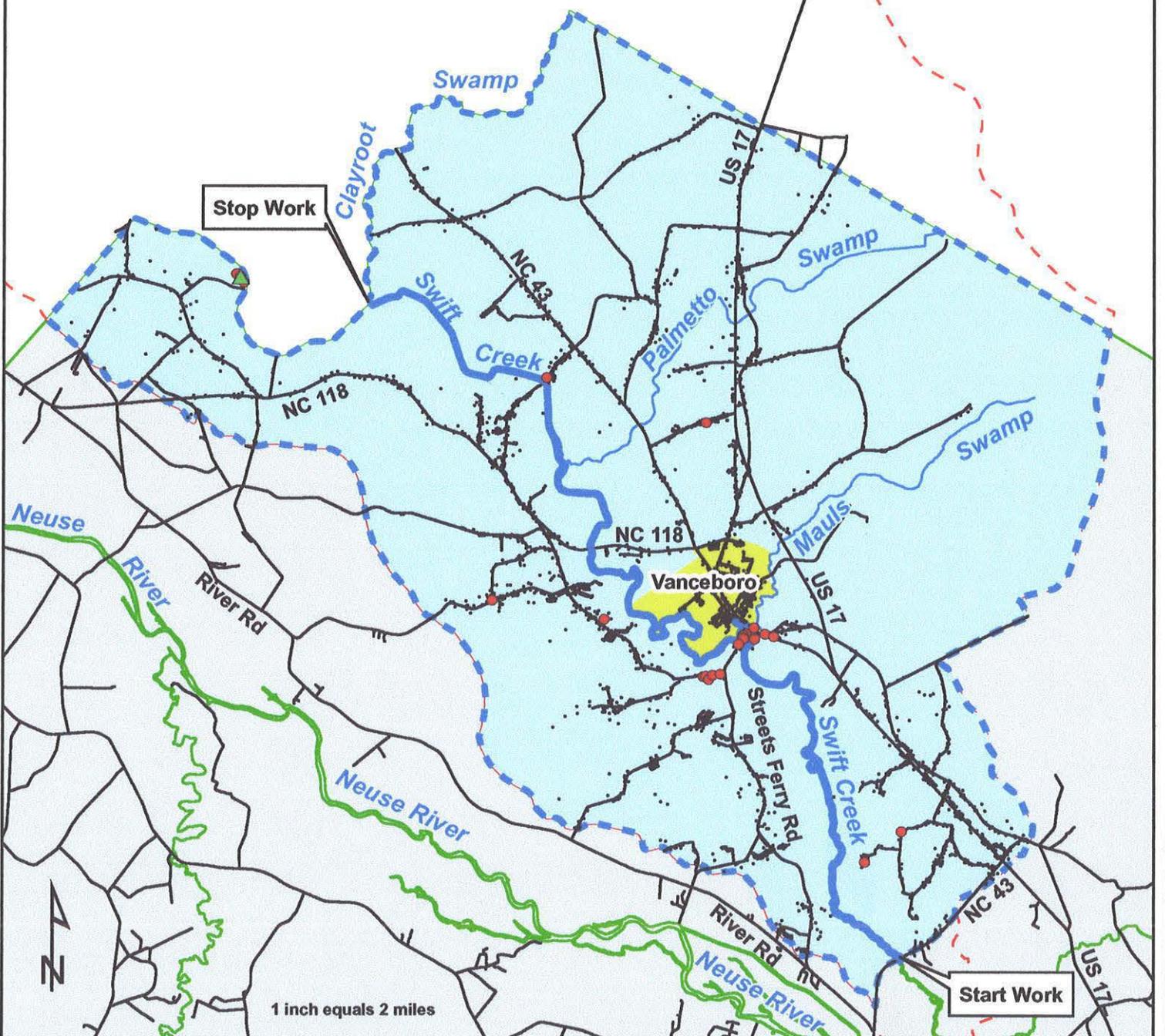
Information about this funding was forwarded to Environmental Health, Planning Department, Cooperative Extension, Administration, City of Havelock, City of New Bern, Town of Trent Woods, Town of River Bend and the Town of Vanceboro.

Our office was contacted by several individuals about debris in Swift Creek, Little Swift Creek, Core Creek and Flat Swamp. On February 14, 2012 the Craven Soil and Water Conservation District Board of Supervisors approved submitting an application for these streams. We contacted a debris removal contractor to look at the sites and give a rough estimate of the cost to complete the work. Four separate applications were submitted totaling \$653,889.00.

In April 2012, the Craven Soil and Water Conservation District was awarded \$108,869.00 for debris removal. This program does not require matching funds. (Applicants were awarded 16.65% of their total request.) We then contacted the County Manager about the project.

Working with GIS/mapping and the Planning Department, a map of each individual stream segment was created to determine drainage area, landowners, structures, etc. After review of this information it was determined that Swift Creek was the most critical. Bid packages were submitted to 3 debris removal contractors. After reviewing the bids, Administration has selected J and J Environmental to complete the job.

# Swift Creek Storm Debris Removal



1 inch equals 2 miles

## CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 10/15/2012

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
BRIDGERS, TIMOTHY SCOTT & LESL APPRAISAL ERROR CORRECTION	0084511 2012-0006414	148.18
CAPPS, WESLEY MARTIN MILITARY EXEMPTION	0093105 2012-0008910	45.92
CCJB LLC BILLED IN ERROR-EXEMPT PROPERTY	0077527 2012-0009906	22.62
CHURCH-WEST STREET CHRISTIAN C DWELLING RAZED DURING 2011	0055497 2012-0010584	118.30
DIXON, JAMES C EXCLUSION REMOVED IN ERROR	1909250 2012-0015441	211.66
GUNN, FREDERICK W & BERIT DID NOT OWN 1/1/2011	2964864 2011-0023697	6.68
GUNN, FREDERICK W & BERIT DID NOT OWN 1/1/2012	2964864 2012-0023525	5.34
HITT, MICHAEL DEVON DOUBLE BILLED-SEE ACCT 80165	0062256 2011-0027343	146.73
HITT, MICHAEL DEVON DOUBLE BILLED-SEE ACCT 80165	0062256 2012-0027209	129.45
JONES, ROBERT DUVALL JR ET AL FORECLOSURE-LIEN EXTINGUISHED	0086925 2012-0030915	56.40
LIGNOUL, CHRIS INCORRECT SITUS - TO BE REBILLED	0093912 2012-0090301	1,120.14
LINKS AT PLANTATION HARBOR LLC NOT IN BUSINESS 1/1/2012	0024002 2012-0034750	837.93
PAREDES, GIANNI J & DARLENE RO DWELLING VACANT SINCE 2006	0038581 2012-0044116	36.00
PERRY, MABLE LEE HEIRS DWELLING VACANT SINCE 2011	0006050 2012-0045039	36.00

## CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 10/15/2012

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
POLLARD, BRANT CLAYTON DWELLING VACANT SINCE 2010	0083299 2012-0045792	36.00
RAHLAN, PORT DID NOT OWN 1/1/2012	0077549 2012-0047091	73.28
RESCHMAN, ALFRED DID NOT OWN 1/1/2009	0069024 2009-0047111	.00
ROUND, KENNETH D & DENISE M MILITARY 1/2 VALUE EXEMPTION	0029802 2012-0049486	23.19
ROUNDTREE, ADA DWELLING UNOCCUPIED SINCE 2006	0027258 2012-0049489	36.00
WHITFORD, JAMES A & PURSER, SH APPRAISAL ERROR CORRECTION	0089445 2012-0061998	163.45
	20 -CREDIT MEMO(S)	3,253.27

## REFUNDS SUBJECT TO BOARD APPROVAL ON 10/15/2012

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
PAREDES, GIANNI J & DARLENE RO DWELLING VACANT SINCE 2006	0038581 2007-0042535	36.00
PAREDES, GIANNI J & DARLENE RO DWELLING VACANT SINCE 2006	0038581 2008-0043108	36.00
PAREDES, GIANNI J & DARLENE RO DWELLING VACANT SINCE 2006	0038581 2009-0043465	36.00
PAREDES, GIANNI J & DARLENE RO DWELLING VACANT SINCE 2006	0038581 2010-0039722	36.00
PAREDES, GIANNI J & DARLENE RO DWELLING VACANT SINCE 2006	0038581 2011-0044225	36.00
	5 -REFUND(S)	180.00

## Vehicle Tax Insert

<Insert County Logo Here>

### **Your Vehicle Registration Notice is Changing!**

The North Carolina General Assembly passed a new law to create a combined motor vehicle registration renewal and property tax collection system. In doing so, the new law transfers the responsibility for motor vehicle tax collection from the 100 counties across North Carolina to the Division of Motor Vehicles (DMV).

### **How Does The New Legislation Change Things?**

Currently, vehicle registration and taxes are processed separately. First you receive notice and pay your vehicle registration. Then three months later, you receive notice and pay your vehicle tax. This occurs separately because the counties are responsible for managing vehicle taxes, and the DMV is responsible for managing vehicle registration.

For the next renewal of this vehicle, the DMV will send a new combined notice that includes the vehicle registration and the vehicle tax, and they will be due at the same time.

### **Questions?**

For more information about this change, please contact the <County Name> County Tax Office at XXX-XXX-XXXX, or visit our website at <URL>.

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# The new Tag & Tax System makes it easier to manage your vehicle registration and taxes

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**One payment – made either in person, online or by mail . . .**

Completes the annual tag and tax payments for your vehicle. Now, your annual vehicle inspection, registration renewal and property tax are all due the same month each year.

Learn more about North Carolina's new Tag & Tax System by reading the FAQs in this brochure, or calling the (INSERT COUNTY CONTACT INFORMATION)

INSERT COUNTY NAME

County address 1  
City, State, ZIP  
County Phone

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# About North Carolina's New Tag & Tax System

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The North Carolina General Assembly passed a new law to create a combined motor vehicle registration renewal and property tax collection system (Tag & Tax System). In doing so, the new law transfers the responsibility for motor vehicle tax collection from the 100 counties across North Carolina to the Division of Motor Vehicles (DMV).

North Carolina's new Tag & Tax System has been designed as a convenient way to pay annual vehicle tag renewals and vehicle property taxes.

If your address is current with the N.C. Division of Motor Vehicles, you will receive a Tag & Tax Notice listing both vehicle registration fees and taxes due. Just as in the past, vehicle owners will receive the notice about 60 days prior to their vehicle's registration expiration.

INSERT COUNTY LOGO

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## FAQs

### **Q. Why is the state's collection of vehicle property taxes changing?**

In 2005, the North Carolina General Assembly ratified House Bill 1779 to create a combined motor vehicle registration renewal and property tax collection system. The legislation places the responsibility for motor vehicle property tax collection for the state's 100 counties with the Division of Motor Vehicles (DMV). The new combined registration fee and tax collection has become North Carolina's new "Tag & Tax System."

### **Q. When does the new Tag & Tax System take effect?**

The new system is scheduled to be phased into effect with vehicle registration renewals that are due in July 2013. By June 2014, all North Carolina vehicles will be enrolled in the system.

### **Q. Why has my registration renewal form changed?**

The new form combines information about your vehicle registration renewal fee and your vehicle property tax due. The new Tag & Tax System allows you to make one payment for both registration renewal and vehicle property tax.

### **Q. Will my vehicle registration renewal fee remain the same?**

Yes. Vehicle registration renewal fees will remain the same annual cost. The only increase in your bill will reflect the vehicle property tax amount.

### **Q. When is my vehicle tax due?**

Your vehicle tax will be due at the same time you renew your vehicle. North Carolina law requires that your vehicle property tax be paid in order to renew the vehicle registration. The due date will be printed on the new combined notice that you receive in the mail.

### **Q. Can I renew my vehicle registration if I do not pay my property tax first?**

No. You cannot renew your vehicle's registration, whether it is leased or owned, unless the total taxes and registration fees on the vehicle are paid.

### **Q. Am I paying vehicle property taxes for the coming year, or for the preceding year?**

Taxes due on this notice are for the coming year, covering the same period as the vehicle registration.

### **Q. What if I lease my vehicle? Do I need to pay my property taxes to the leasing company?**

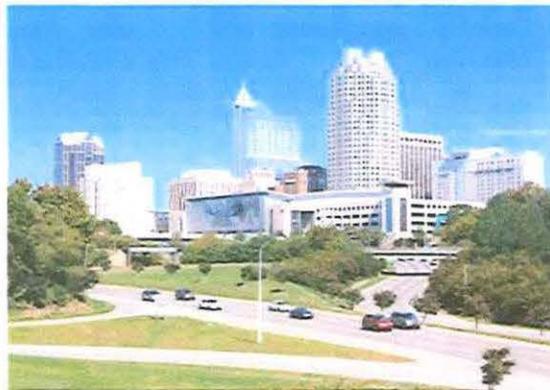
No. Vehicle property taxes on leased motor vehicles must be paid in full at the time of renewal. A copy of the combined tag and tax notice is not sent to the leasing company.

### **Q. Is interest charged on late payments?**

Yes. State law requires that interest be charged on late vehicle property tax payments and on late registration renewals.

### **Q. How will I know what vehicle property tax I owe?**

Your property tax will be included on the new combined notice with your county and municipality tax rates and other applicable taxes due.



### **Q. Will I receive a tax refund if I transfer my license plate to another vehicle during the year?**

No. If you have paid your vehicle property tax for the year and then transfer the license plate to another vehicle, you will not be eligible for a refund of the taxes paid. The registered motor vehicle to which the plates are transferred will not be taxed until its current registration is renewed.

### **Q. When can I apply for a refund of vehicle property taxes paid?**

An owner can apply for a refund of taxes paid when a motor vehicle is sold or registered out of state. The refund will be calculated on any full calendar months remaining in the registration period after the license plate is surrendered to the N.C. Division of Motor Vehicles. Within one year of surrendering the license plates, the owner must present the following to the county tax office: (1) Proof of plate surrender to N.C. DMV (DMV Form FS20); and (2) Copy of the Bill of Sale or the new state's registration.

### **Q. Should I pay vehicle property tax if I am active duty military?**

Active duty non-resident military personnel may be exempt from North Carolina motor vehicle property tax. To qualify for an exemption, you must present a copy of your Leave & Earnings Statement to the county tax office. The statement should be for the month and year in which you register the vehicle and must include your Estimated Time of Separation (ETS) date and home of record.

## Questions? Please Contact Us

INSERT COUNTY CONTACT DATA

REVISIONS AND/OR ADDITIONS TO PERSONNEL MANUAL

ARTICLE I. ORGANIZATION OF PERSONNEL SYSTEM

Section 1. Purpose

**NEW SECTION – Sets out purpose of County government and why it exists.**

Craven County government exists to provide many varied services to the citizens of Craven County. Central to the success of services delivery and, therefore, a major management responsibility, is the organization and administration of a personnel system for one of the County’s most valuable resources—its employees. The consistent administration of personnel functions is conditioned by the proper application of personnel policies. These policies will establish a system which will recruit, select, develop and maintain an effective and responsible work force. This policy is established under the authority of Chapter 153A, Article 5 and Chapter 126 of the North Carolina General Statutes. This manual contains statements of personnel policies and procedures to be followed by all managers, department heads and other employees, except as noted in specific articles and sections herein.

Section 2. Policies Not Employment Contract, Not All-Inclusive, Nature Of Employment

**NEW SECTION – Puts employees on notice that County employment is “at will”, they are free to resign at any time, and these policies do not create an employment contract. Also, polices are general in nature and do not address every possible situation or occurrence.**

The policies, information and guidelines set forth are not intended to be comprehensive or to address all possible applications of, or exceptions to, the general policies and procedures described. Likewise, they are not intended to create a contract, nor do they confer any contractual right, express or implied, to employment with Craven County or guarantee any fixed terms and conditions of employment. Employees of Craven County are at-will employees. They are free to resign at any time, with or without notice or cause. Similarly, the County may terminate the employment relationship at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law. The personnel policies, information and guidelines may be amended or canceled at any time, with proper approvals as set forth herein. While it is the intent of the County to promptly notify all affected employees of changes, unfortunately circumstances do not allow a guarantee that prior notice can be given and the policy in effect at the time will simply have to govern.

Section 3.4 Responsibility Of Employees

**NEW SECTION – Employees must adhere to policies and must pay county taxes.**

All employees are expected to adhere to the standards of conduct and job performance and other conditions of employment specified in these policies and procedures. It is the responsibility of every county employee to ensure their Craven County property and/or vehicle taxes are paid in a timely manner; or arrangements have been made with the Tax Administrator for payment of same. No employee shall receive salary increases, with exception of across the board salary adjustments, until payment and/or arrangements are made for delinquent taxes.

ARTICLE III. CLASSIFICATION PLAN

Section 5. Amendment Of Position Classification Plan

**AMENDMENT – Authorizing County Manager to add/delete positions to/from Position Classification Plan without approval of Board as this is strictly administrative details.**

Current Wording:

Classes of position shall be added to and deleted from the position classification plan upon approval by the County Manager, subject to approval by the Board of Commissioners.

New Wording:

Classes of position shall be added to and deleted from the position classification plan upon approval by the County Manager.

ARTICLE IV. THE PAY PLAN

Section 4. Merit Pay Plan

**AMENDED TO INCLUDE: Criteria for merit consideration and eligibility requirements for merits.**

Current Wording:

Salary merit increases above the minimum (Step 1) established for each class of positions shall be granted only in recognition of superior or improved performance.

ADDITION OF THE FOLLOWING:

For merit purposes, the following factors will be considered when evaluating employees:

- (a) Quality, quantity, and knowledge of work
- (b) Relationship with co-workers as exemplified by willingness to accept assignments.
- (c) Amount of guidance and/or supervision required.
- (d) Initiative and application of time.
- (e) Absenteeism.

Section 5. Payment At A Listed Rate

**ADDITION: Explanation of attaining the maximum step in pay plan.**

Current Wording:

All employees covered by the salary plan shall be paid at a listed rate within the salary ranges established for their respective job classification except for employees in a trainee status.

ADDING THE FOLLOWING LANGUAGE:

When an employee attains the maximum step of a salary range for his/her present position, no further salary increase will be received unless:

- (a) an across the board salary adjustment is provided by the Board of Commissioners;
- (b) the position is reclassified;
- (c) the labor market dictates the position be moved to a higher grade;
- (d) the employee is promoted to another position with a higher salary grade and range, or;
- (e) the salary range for the present position is increased

Section 8. Pay Rates In Salary Range Revision.

**ADDITION: New section added to describe salary changes when classes of positions are reallocated to a new class. This normally happens when Office of State Personnel moves classes of positions at DSS and Health, i.e. series of Social Workers or series of Nurses.**

When the County Manager, with approval of the Board of Commissioner, approves a change in salary range for a class of positions, the salaries of employees whose positions are allocated to that class shall be affected as follows:

- (a) When a class of positions is assigned to a higher pay range, the employee's salary shall be increased, if it is below the new minimum, to at least the minimum rate of the new salary range. If an employee's current salary is already above the new minimum

salary rate, his/her salary may be adjusted one step upward or left unchanged at the discretion of the County Manager.

(b) When a class of positions is assigned to a lower pay range, the salaries of employees in that class will remain unchanged. If this assignment to a lower pay range results in an employee being paid at a rate above the maximum step established for the new class, the salary of the employee shall be maintained at that level until such time as the employee's pay range is increased above the employee's current salary.

## ARTICLE VII. CONDITIONS OF EMPLOYMENT

### SECTION 9. USE OF COUNTY VEHICLES .

**AMENDED TO INCLUDE: Must obey all motor vehicle laws. Notify proper law enforcement in the event of an accident.**

#### Current Wording

County vehicles are to be used exclusively for County business, except when taking a vehicle home serves the best interest of the County as determined by the County Manager. If you are assigned a County vehicle, you are to operate and care for it in a responsible manner; the same as you would care for your own vehicle. Unauthorized passengers such as hitchhikers, family, friends, or other parties not directly related to County business are not allowed in County vehicles. Also, the use of County vehicles for personal shopping or business is expressly prohibited.

### ADDITION OF THE FOLLOWING LANGUAGE

While driving County owned vehicles, employees are expected to wear seat belts at all times and to observe the posted speed limit and other laws concerning automobile safety. Conviction of a moving violation while operating a County vehicle is considered improper use of County property and may result in further disciplinary action against the convicted employee.

If an employee is involved in an accident while operating a County vehicle, he/she must first notify the proper law enforcement authority and then his/her immediate supervisor. No individual shall ride in or operate a County vehicle except as is required for the conduct of official County business.

### Section 11. Uniforms and Dress Policy

**ADDITION: Adding improper clothing for a work environment**

## Current Wording

If you are in a County occupation that requires frequent outside contact or visibility or in an occupation that tends to damage or dirty clothes, you will probably be issued a standard County uniform. Employees issued uniforms are given eleven (11) sets of uniforms for ease of cleaning and in order to provide you with a clean uniform each work day. Employees issued uniforms are required to wear the uniform issued. Employees who have medical problems in wearing the standard uniform (polyester and/or cotton) or safety shoes must present to their respective Department Head, a written physician's statement, at their own expense, stating the medical reason why the uniform or shoe cannot be worn. Should there be an appropriate medical reason why a uniform or shoe cannot be worn, then a special uniform blend or shoe will be authorized by the County.

## ADDING THE FOLOWING LANGUAGE:

For employees that are not issued uniforms, the following clothing are examples of inappropriate dress. Jeans (of any kind), sweatshirts, jogging pants, flip flops and shirts with messages or advertising. Department Heads and Supervisors should be vigilant in observing what their employees wear to work. Neatness and cleanliness are essential and dress should be appropriate for the proper atmosphere to conduct County business.

Failure to abide by this policy is cause for disciplinary action, up to and including dismissal.

## Section 14 – Alcohol And Drug Free Workplace

### **ADDITION OF NEW POLICY TO DRUG TEST PRE-EMPLOYMENT APPLICANTS, REASONABLE SUSPICION AS WELL AS POST ACCIDENTS.**

See attached policy

## SECTION 15. PAYMENT OF COUNTY TAXES

### **ADDITION OF SECTION 15 ON PAYMENT OF COUNTY TAXES**

The Craven County Tax Administrator mails several notices to taxpayers in order to ensure the timely payment of real and personal property tax. For all County employees, the expectation is that taxes will be paid when due or that the employees will arrange with the Tax Department to satisfy their tax obligations (pay arrangements will only be accepted for real property tax. Pay arrangements will not be accepted for personal property; e.g., motor vehicles, boats, etc.).

ARTICLE VIII. LEAVE OF ABSENCE

SECTION 26. MILITARY LEAVE

**ADDITION OF STATEMENTS PURSUANT TO UNIFORMED SERVICES EMPLOYMENT AND RE-EMPLOYMENT RIGHTS ACT (USERRA)**

Current Wording

Upon recommendation of a Department Head and with approval of the County Manager, each regular full-time employee, occupying an officially budgeted position, who is a member of the National Guard or Armed Forces Reserve, will be allowed ten (10) workdays of leave in a calendar year, with full compensation, for required military training leave.

**ADDING THE FOLLOWING LANGUAGE:**

If such military duty is required beyond this ten (10) workday period, the employee shall be eligible to take accumulated annual leave or be placed on leave without pay status.

All benefits for any Craven County employee called to active military service and placed on military leave without pay, will be restored, provided the employee returns to active employment with Craven County as set forth in The Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA). Any employee on military leave is entitled to all rights and benefits that are provided to other employees on an unpaid leave of absence.

ARTICLE IX. SEPARATION, DISCIPLINARY ACTION, AND REINSTATEMENT

**TO ADD NEW SECTION 8 ON FAILURE TO PAY COUNTY TAXES**

Section 8. Disciplinary Action for Failure to Pay County Taxes

Every County employee is expected to pay their personal property and real estate taxes in a timely manner or face disciplinary action., to include :

- (a) an oral warning for the first offense;
- (b) a written warning will be placed in their personnel file on the second offense;
- (c) The third time an employee is delinquent, they may be suspended or dismissed.

No employee shall receive a salary increase, other than an across the board salary adjustment by the Commissioners, so long as they have outstanding county taxes.

## SECTION 10. FAILURE IN PERSONAL CONDUCT

### **TO INCLUDE ADDITIONAL EXAMPLES OF FAILURE IN PERSONAL CONDUCT**

#### Current Wording:

An employee may be suspended, demoted or dismissed for causes relating to personal conduct detrimental to County service (1) in order to avoid undue disruption of work, (2) to protect the safety of persons or property, or (3) for other serious reasons.

The following causes relating to failure in personal conduct are representative of those considered to be adequate grounds for suspension, demotion or dismissal:

- (a) Fraud in securing appointment;
- (b) Conduct or behavior unbecoming a public officer or employee while on duty or off duty
- (c) Inexcusable neglect of duty;
- (d) Incompetency or inefficiency;
- (e) Insubordination or willful disobedience.
- (f) Inexcusable absences without leave;
- (g) Dishonesty;
- (h) Conviction of a felony or of a misdemeanor involving moral turpitude;
- (i) Willful damage or destruction of property;

#### Add Additional examples:

- (j) Willful acts that would endanger the lives and property of others;
- (k) Acceptance of gifts in exchange for “favors” or “influence”;
- (l) Misappropriation of County funds or property;
- (m) Violation of political activity restrictions;
- (n) Falsification of County records for personal profit or to grant special privileges;
- (o) Reporting to work under the influence of alcohol or narcotic drugs or partaking of such things while on duty or while on public property;

## SECTION 14. INVESTIGATORY SUSPENSION

**TO INCLUDE A NEW SECTION SETTING OUT POLICY ON INVESTIGATORY SUSPENSION. Have used this in the past but was with pay because of no policy. DSS and Health have used State Policy for “without pay”.**

Investigatory suspension without pay may be used to provide time to investigate, establish facts, and reach a decision concerning an employee’s status in those cases where it is determined the employee should not continue to work pending a decision.

Investigatory suspension without pay may be appropriately used to provide time to schedule and hold a pre-dismissal conference. Also, management may elect to use investigatory suspension in order to avoid undue disruption of work or to protect the safety of persons or property. An investigatory suspension without pay shall not exceed forty-five (45) calendar days. However, a Department Head may, in the exercise of its discretion, extend the period of investigatory suspension without pay beyond the forty-five (45) day limit. The employee must be informed in writing of the extension, the length of the extension, the specific reasons for the extension and his/her right of appeal. A copy of the above communication shall be sent to the County Manager and Human Resources Director and in the case of Competitive Service Employees, the State Human Resources Director. If no action has been taken by management by the end of forty-five (45) calendar days, and no extension has been made, one of the following must occur: reinstatement of the employee with full back pay; appropriate disciplinary action based on the results of the investigation; reinstatement of the employee with up to three (3) days pay deducted from the back pay.

Investigatory suspension of an employee shall not be used for the purpose of delaying an administrative decision on an employee's work status pending the resolution of a civil or criminal court matter involving the employee.

An employee who has been suspended for investigatory reasons may be reinstated with up to three (3) days pay deducted from his/her salary. Such determination is to be based upon management's determination of the degree to which the employee was responsible for, or contributed to, the reasons for suspension. This period constitutes a disciplinary suspension without pay and must be effected in accordance with Section 9. (Failure In Performance of Duties) of this Article.

## ARTICLE X. GRIEVANCE PROCEDURES

### NEW SECTIONS SETTING OUT PURPOSE AND OBJECTIVES FOR GRIEVANCE POLICY.

#### Section. 3 Purpose

Every employee shall have the right to present his/her problem or grievance in accordance with these procedures, free from interference, coercion, restraint, discrimination, penalty, or reprisal. Every employee will be allowed a reasonable amount of time off from his/her regular duties as may be necessary and responsible as determined by the Department Head and/or County Manager, for the processing of a grievance under these procedures without loss of pay, vacation, or of other time credits. No outside representation is allowed during this process.

#### Section 4. Objectives

The objectives of these procedures include the following:

- (a) To assure employees of a means to get their complaints considered rapidly, fairly, and without fear of reprisal;
- (b) To provide better understanding of policies, practices, and procedure which affect employees.
- (c) To provide Department Heads with greater opportunity, both to exercise proper responsibility in dealing with employees, and to improve their effectiveness in carrying out established policies.
- (d) To improve employee opportunities in performing duties with effectiveness and satisfaction

## ARTICLE XI. EMPLOYEE BENEFITS

### NEW SECTION SETTING OUT CRITERIA FOR RETIREMENT GIFT.

The Craven County Board of Commissioners may set aside funds each year to show appreciation of those employees that are retiring from county service. This is not a guarantee and is subject to funding by the Board of Commissioners each fiscal year.

For the purpose of this policy, the definition of "retirement" shall mean withdrawal from active service with a retirement allowance from the N.C. Local Government Retirement System.

Individuals retiring from the service of Craven County will be provided a gift of their choice, not to exceed \$200.00, provided they meet all of the following criteria:

- a. be eligible to retire, as outlined in the North Carolina Local Government Employee's Retirement System, with full or reduced benefits; and,
- b. was occupying a full time or eligible part-time budgeted position at the time of retirement; and
- c. have applied for their retirement allowance from the Retirement System; and,
- d. have no less than 20 years of service with Craven County Government.

Employees shall not receive cash money as their gift, but shall choose an item to be purchased on their behalf.

# ***North Carolina Association of County Commissioners***



**2015**

# Group Economic Impact Estimate

Group Name: NC County Commissioners Association

Event Date: 8/21/2008-8/24/2008

Number of Event Days: (A) 4

# of Rooms per Day: 195 x (A) 4 = 780 (B) Total # of Room Nights

Total # of Room Nights: (B) 780

Number of People per Day: 800 x # of Event Days (A) 4 = Total Number of People 3200

Total Number of People 3200 - Total # of Room Nights (B) 780 = (C) 2420

Total # of Day Attendees: (C) 2420

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## Day Attendee Economic Impact

(C) 2420 x \$25 Average Expenditure = \$ 60,500.00

## Overnight Room Attendee Economic Impact

(B) 780 x \$185 Average Expenditure = \$ 144,300.00 x 2.5 (Multiplier Effect) = \$ 360,750.00

Total Group Estimated Economic Impact \$ 421,250.00

# New Attractions Since 2008

- Renovated New Bern Riverfront Convention & Visitor Center
  - NC History Center



- Water Activities-Kayaks, Pontoon Boats, River Cruises
  - Persimmons, StingRay, Morgans, Ribeyes, etc
  - Renovated Shopping Centers
    - Craven 30

# NCACC 2015

- NBRFCC Team to create and head up along with the Craven County Management Staff all committees for conference. To include; Budget Committee, Planning Committee, Volunteers etc.
- Full Support offered for conference from all hospitality partners. (24 Hotels and 7 Bed & Breakfasts in New Bern alone.)



# Group Economic Impact Estimate

Group Name: NC Association of County Commissioners

Event Date: August 1, 2015

Number of Event Days: (A) 4

# of Rooms per Day: 225 x (A) 4 = 900 (B) Total # of Room Nights

Total # of Room Nights: (B) 900

Number of People per Day: 600 x # of Event Days (A) 4 = Total Number of People 2400

Total Number of People 2400 - Total # of Room Nights (B) 900 = (C) 1500

Total # of Day Attendees: (C) 1500

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## Day Attendee Economic Impact

(C) 1500 x \$25 Average Expenditure = \$ 37,500.00

## Overnight Room Attendee Economic Impact

(B) 900 x \$185 Average Expenditure = \$ 166,500.00 x 2.5 (Multiplier Effect) = \$ 416,250.00

Total Group Estimated Economic Impact \$ 453,750.00

**CRAVEN COUNTY FY11 RFC PROGRAM  
FINAL BID TABULATION FORM**

ELEVATION BID OPENING DATE: SEPTEMBER 19, 2012  
 PRELIMINARY BID SUMMARY (RA-7) REVIEWED/  
 TABULATED BY: Gary Miller (SEE ATTACHMENT)

OCCUPANT	ADDRESS	CONTRACTOR	ACTUAL BID (TABULATED)	RECOMMENDED AWARD (✓)	COMMENTS
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WILLIAM & SUSAN LUPER	101 NEW STREET BRIDGETON NC	B & B Construction	\$149,990		
		Paul Woolard Construction	\$189,994		



## **AVOLIS ENGINEERING, P.A.**

P.O. Box 15564 · New Bern, North Carolina 28561 · Office: 252.633.0068

September 26, 2012

Mr. Chad Strawn  
Craven County  
Planning & Community Development  
2828 Neuse Boulevard  
New Bern, NC 28560

RE: Petition for NCDOT Road Acceptance  
River Bluffs Subdivision, Craven County, North Carolina  
AE Project No. 03039

Dear Chad:

I would like to request that the County Commissioners issue a resolution requesting the final acceptance of the road systems presently completed and meeting NCDOT requirements in River Bluffs Subdivision onto the NCDOT road system. The specific roads to be added to the State system are as follows:

1. Westerly Drive
2. Easterly Drive
3. Calico Drive
4. Banks Drive
5. Stillwood Court

Attached with this letter is a copy of the site map which delineates the road segments which we are proposing to have added to the State system. It is requested that you provide the County Commissioners resolution of this matter at your earliest convenience.

Your assistance with this matter is greatly appreciated.

Sincerely,



Kevin Avolis, P.E.  
Vice-President

**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 Westerly Drive, Easterly Drive, Calico Drive, Banks Drive and Stillwood  
Court in the River Bluffs Subdivision, located Within 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 15th day of October, 2012.

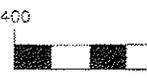
WITNESS my hand and official seal on this the 15<sup>th</sup> day of October, 2012.

**(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)



## 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:

JCCPC

Name: JEAN HURYN Home Phone: 252-638-3900  
 Home Address: 204 CAMELIA RD  
 City: TRENT WOODS Zip Code: 28562-7604  
 Township: \_\_\_\_\_ City Limits:  Yes  No  
 Occupation: Part Time Psychologist & Retired Business Phone: 252-671-1434  
 Place of Employment: Huryn Psychological (Co. @ Promise Place) Fax Number: 252-636-2278  
 E-Mail Address: hurynj@earthlink.com  
 (Please indicate your preferred contact number.)

### Education

Ph.D. - NCSU - 1982 - Sociology  
M.A. - Fielding Institute - 1996 - Clinical Psychology  
M.A. - ECU - 1973 - Sociology (Research Methods)  
B.S. - Mathematics } Business and Civic Experience  
B.A. - Sociology } Cleveland State  
Pres. - SMART START (Craven Co.) - see attached resume  
Co-Exec. - State of the Child

### Areas of Expertise, Interest, Skills

Children, Adolescents, Parenting, Psychology  
Sociology, child development, delinquency, Research findings

### Why do you want to serve?

Will work with any group that improves conditions  
of children & adolescents

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

Date: 4-8-2012

Jean S. Huryn  
Signature

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

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

## RESUME/VITA

### Personal:

Jean Scherz Huryn, Ph.D.  
204 Camelia Rd. New Bern, NC 28560  
252-638-3900 (home) 252-671-1434 (cell)

### Education:

1996 M. A. Clinical Psychology, The Fielding Institute  
1982 Ph.D. Sociology, North Carolina State University (Methods, Delinquency)  
1973 M.A. Sociology, East Carolina University (Methods)  
1959 B.A. Sociology, Cleveland State University  
1959 B.S. Mathematics, Cleveland State University

### Experience:

11/08-present Psychologist (Private Practice) Office @ Promise Place, New Bern, NC  
2009-2010 Taught several courses for Mt. Olive College (Psych & Soc. Foundations;  
Research Methodology; Victimology; Introduction to Sociology  
2008-2009 Trained with UNC program – Trauma-Focused Cognitive Beh. Therapy  
2008 Private Practice, Huryn Psych. Counseling, office @ 1912C Trent Rd  
2005 – 2007 Private Practice, Huryn Psych.Counseling @ Psych. Therapeutic Resources  
1997-1/1/2004 Dean of Arts and Sciences, Craven Com.College, New Bern, NC (retired)  
1996-97 Director of Planning and Research, Craven Community College, New Bern, NC  
1994-96 Special Asst. to the V. P. for Instruction and Psych/Soc. Instructor, CCC  
1991-94 Psychology/Sociology Instructor, Craven Community College  
1987-91 Willie M Coordinator, Neuse Center for Mental Health, New Bern, NC  
(Administered program, directly supervised therapist, 3 case mgrs & contracts)  
1982-87 Assistant Professor of Sociology, Dept. of Soc. & Anth., East Carolina Univ.  
(Taught Criminology, Soc. of Law, Parenthood, Methods, Statistics)  
1978-82\* Lecturer, Dept. of Sociology & Anthropology, ECU (\*Includes 1 yr. educ. leave)  
1975-78 Part-time Lecturer, Dept. of Soc. & Anth. and Research Associate, Office of  
Institutional Research, East Carolina University (analyzed surveys, etc.)  
1974-75 Part-time Instructor, East Carolina Univ. Extension Center, Cherry Point, NC.  
1974-75 Mathematics Teacher, New Bern City Schools  
1974 Vocational Rehabilitation Counselor, Dept. of Human Resources, New Bern, NC  
1964-66 Psychology/Sociology Instructor, Montgomery Hospital School of Nursing,  
Norristown, PA  
1959-62 Mathematics Teacher, Cleveland Board of Education, Cleveland, Ohio

### Professional Organizations:

American Psychological Association  
Alpha Kappa Delta Honorary Society  
State of the Child Conference Steering Committee (Craven County)  
System of Care Committee, East Carolina Behavioral Health (formerly Neuse MH)

### Community Service:

2005 – present – Guardian Ad Litem

2006 & 2008 – Member, Garber Methodist’s Team to Russian Orphanages  
2007 – Co-chaired State of the Child Conference w/ Frank Palumbo  
2006 – Co-chaired State of the Child Conference w/ Carol Mattocks  
2005 – Received first Champions for Children “Volunteer of the Year” Award  
2002-2003 & 2003-2004 President, Craven County Partnership for Children  
1997- 98 - Craven County Partnership for Children-Board of Directors, Steering  
Committee, Nominations Committee; Co-Chair, Family Res. Center Committee  
Sept. 1998, 2000, 2001, 2003 - Presented workshop on adolescents to train volunteer  
mentors for 6th - 8th graders.  
1997- 98 - Stephen Minister, Garber United Methodist; Education Coordinator for group.  
Fall 1997 - Member of Craven 2006 Education Task Force; Chair, Subcommittee on Educ.  
January 1997 - Helped write Smart Start Joint Grant Proposal with Carteret & Jones Co.

**Publications, Grants, and Presentations:**

Publication: "Giftedness as Deviance: A Test of Interaction Theories," *Deviant Behavior*,  
7:175-186, 1986.

Publication: "Debating as a Teaching Technique," *Teaching Sociology*, 14:266-69,1986.

Publication: "Factors in Juvenile Intake Decisions," in *Law and the Legal Process*, edited by  
V. Swigart, pp. 107-118, 1982.

Grant: 1984-85 ECU Research Grant. "Delinquency and Family Communication Patterns: Case  
Studies." One paper presented.

Grant: 1983-84 ECU Research Grant. "Giftedness as Deviance: A Valued or Devalued  
Status." Two papers presented, one article published.

Presentation: "Sexism in Sociology: Male Bias or Self-Induced?," American Sociological  
Association, Atlanta, GA., August, 1988.

Presentation: "Juvenile Court: Legalistic or Discretionary?," Southern Sociological Society,  
Atlanta, GA., April, 1987.

Presentation: "The Meaning of Giftedness to Gifted Students," Society for the Study of Social  
Problems", New York, NY, August, 1986.

Presentation: "Attitudes Toward Busing: Are We Lying to Ourselves?," NC Association for  
Research in Education, Charlotte, NC, November, 1977

(Other publications and presentations available upon request.)

**Other College and Community Service:** Available upon request.

**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:  
Juvenile Crime Prevention Council

Name: Debbie Hodges Kirkman Home Phone: 252 229 9759  
Home Address: 404 College Street  
City: Vanceboro Zip Code: 28586  
Township: (I live in the city limits of Vanceboro) City Limits:  Yes  No  
Occupation: Director of Student Services Business Phone: 252 514 6341  
Place of Employment: Craven County Schools Fax Number: 252 514 6376  
E-Mail Address: debbie.kirkman@craven.k12.nc.us

(Please indicate your preferred contact number.)

### Education

BS in Middle Grades Education from ECU. Master in School Administration, Curriculum and Instruction from ECU.  
Graduated from West Craven High School.

### Business and Civic Experience

Served on Regional Library Board, Member of Child Fatality Review Team, Child Protection Team, Multidisciplinary task force,  
Juvenile Crime Prevention Council, Mediation Center of Eastern Carolina Board, State of the Child Conference member, Area Day Reporting Center Board,  
Craven County Substance Abuse Prevention, Craven County Clean Sweep, Community Coalition for Craven County Children

### Areas of Expertise, Interest, Skills

As Director of Student Services I monitor the dropout rate for our students along with discipline issues that result  
in long term suspensions and expulsions.

### Why do you want to serve?

I am required to serve as the designee for the Craven County Schools Superintendent.

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

Date: 09/07/2012

Debbie Hodges Kirkman  
Signature

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

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

# 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 Co. Juvenile Crime Prevention Council

Name:	<u>Sandra K. Phelps</u>	Home Phone:	<u>252-635-9359</u>
Home Address:	<u>3141 Drew Ave</u>		
City:	<u>New Bern, NC</u>	Zip Code:	<u>28562</u>
Township:	<u>7</u>	City Limits:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Occupation:	<u>Non-Profit Executive Director</u>	Business Phone:	<u>252-637-2460</u>
Place of Employment:	<u>United Way of Coastal Carolina</u>	Fax Number:	<u>252-637-4190</u>
E-Mail Address:	<u>sandra@unitedwaycoastalnc.org</u>		

(Please indicate your preferred contact number.)

### Education

Associate in Science, Mount Olive College

Bachelor of Arts, University of NC at Greensboro

MBA, Boston University

### Business and Civic Experience

Have served as United Way Executive Director since 1999; Past President, New Bern Evening Rotary;

Craven Co. State of the Child Conference Committee; Sec-Treasurer, Coastal Coalition for Substance Abuse Prevention;

Craven Co. Juvenile Crime Prevention Council

### Areas of Expertise, Interest, Skills

Public Speaking; budgeting; planning

### Why do you want to serve?

community outreach as part of United Way's mission

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

Date: 09/07/2012

  
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:

JUVENILE CRIME PREVENTION COUNCIL

Name: TODD W. SHUART Home Phone: 252-876-3301  
Home Address: 112 TUPELO TRAIL  
City: NEW BERN, NC Zip Code: 28560  
Township: \_\_\_\_\_ City Limits:  Yes  No  
Occupation: YMCA ADMINISTRATION Business Phone: 252-638-8799  
Place of Employment: TWIN RIVERS YMCA Fax Number: 252-638-3871  
E-Mail Address: TSHUART@TRYMCA.ORG

(Please indicate your preferred contact number.)

### Education

BS - OLD DOMINION UNIVERSITY 1982

### Business and Civic Experience

TWIN RIVERS YMCA, ROTARY CLUB, RCS VOLUNTEER, MS BIKE PLANNING COMMITTEE, NEUSE RIVER BRIDGE RUN V-CHAIR, JCPC LAST 3 YEARS.

### Areas of Expertise, Interest, Skills

ADMIN., BUDGETING, HR, FINANCIAL DEVELOPMENT, RELATIONSHIP BUILDING

### Why do you want to serve?

GIVE BACK TO COMMUNITY AND HELP SERVE YOUTH IN OUR COMMUNITY.

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

Date: 9/7/2012

T. W. Shuart  
Signature

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REC'D OCT 04 2012

MAIN FIRE STATION  
5860 Highway 17 South  
New Bern, NC 28562  
(252) 637-3365



RIVER BEND STATION  
25 Shoreline Drive  
New Bern, NC 28562  
(252) 638-8896

P.O. Box 13010  
New Bern, NC 28561

**October 2 , 2012**

**Craven County Board of Commissioners  
406 Craven Street  
New Bern, NC 28560**

**Dear Mr. Chairman,**

**Due to the death of Fire Commissioner Bobby McLawhorn, Rhems Volunteer Fire Dept. board of directors met and selected their nominee for his replacement, his son Aaron McLawhorn. Aaron has been in the fire dept. for 31 years, has been Chief and a member of our board of directors. He is familiar with both the dept. and the community.**

**We would also like him on our Fireman's Relief Board.  
Thank you for your support and consideration.**

**Sincerely,**

*Keith Cherry*

**Keith Cherry, Chief  
Rhems Volunteer Fire Dept.**

# 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:

Rhem Vol. Fire Dept - Fire Tax Commissioner

Rhem Vol. Fire Dept - Firemen's Relief fund Trustee.

Name: Aaron McLaughlin Home Phone: 252-671-5720

Home Address: 5903 Hwy 17 South

City: New Bern NC 28562 Zip Code: 28562

Township: 8 City Limits:  Yes  No

Occupation: Retired Business Phone:

Place of Employment: Fax Number:

E-Mail Address: grandpeppy2010@aol.com

(Please indicate your preferred contact number.)

### Education

High School

### Business and Civic Experience

Owned 2 Business until July 2011

### Areas of Expertise, Interest, Skills

Member of Rhems Fire Dept 31 years

Deacon & member of Finance committee

of Trenton Baptist Church

### Why do you want to serve?

To better the community of Rhems & Craven county

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

Date: 08-20-2012



Signature

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Agenda 10/15

Attachment #9.A.2.

REC'D SEP 20 2012

Vanceboro Rural Volunteer Fire Department  
P. O. Box 447 • Vanceboro, NC 28586

September 17, 2012

Craven County Commissioners  
406 Craven Street  
New Bern, NC 28560

Reference: Joseph H. Midgette Fire Tax Commissioner Recommendation Letter

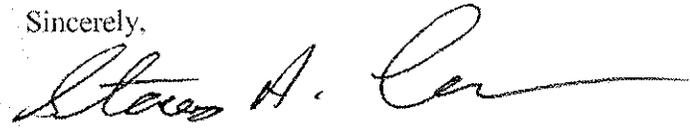
Dear Commissioners:

I would like to recommend Joseph H. Midgette to serve on the Fire Tax Commissioners Board for Township 1 Fire District. Mr. Midgette was accepted as a member of Vanceboro Rural Volunteer Fire Department in March 1981 and retired after 23 years of continuous service in 2004.

During Mr. Midgette's membership with the company he witnessed the department grow from one station with three trucks to four stations with 10 trucks. Mr. Midgette also has been awarded Fireman of the Year, served as President, and was elected to be an Honorary member in 2004.

I believe his faithfully service to the company and our community warrants him to serve on this board.

Sincerely,



Stacey A. Lewis, Chief

Vanceboro Rural Volunteer Fire Dept

*"Truth, Courage and Determination"*

# 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:

Fire Tax Commissioner

Name: Joseph H. Midgette Home Phone: (252) 244-1615  
Home Address: 355 Old Brick Rd  
City: Vanceboro Zip Code: 28586  
Township: One City Limits:  Yes  No  
Occupation: Retired Business Phone: N/A  
Place of Employment: N/A Fax Number: N/A  
E-Mail Address: N/A

(Please indicate your preferred contact number.)

### Education

### Business and Civic Experience

### Areas of Expertise, Interest, Skills

Vanceboro Fire Department member from 1981 to 2004

Elected as a Honorary Member of Fire Department in 2004

### Why do you want to serve?

I was a active member in the fire department for 23 years. I would like to serve on this board and continue to give back to the community.

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

Date: 09/17/2012

Joseph H. Midgette  
Signature

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REC'D OCT 04 2012

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RIVER BEND STATION  
25 Shoreline Drive  
New Bern, NC 28562  
(252) 638-8896

P.O. Box 13010  
New Bern, NC 28561

October 2 , 2012

**Craven County Board of Commissioners  
406 Craven Street  
New Bern, NC 28560**

**Dear Mr. Chairman,**

**Due to the death of Fire Commissioner Bobby McLawhorn, Rhems Volunteer Fire Dept. board of directors met and selected their nominee for his replacement, his son Aaron McLawhorn. Aaron has been in the fire dept. for 31 years, has been Chief and a member of our board of directors. He is familiar with both the dept. and the community.**

**We would also like him on our Fireman's Relief Board.  
Thank you for your support and consideration.**

**Sincerely,**

*Keith Cherry*

**Keith Cherry, Chief  
Rhems Volunteer Fire Dept.**

# 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:

Rhem Vol. Fire Dept - Fire Tax Commissioner  
Rhem Vol. Fire Dept - Firemen's Relief Fund Trustee

Name: Aaron McLaughlin Home Phone: 252-671-5720  
Home Address: 5903 Hwy 17 South  
City: New Bern NC 28562 Zip Code: 28562  
Township: 8 City Limits:  Yes  No  
Occupation: Retired Business Phone: \_\_\_\_\_  
Place of Employment: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
E-Mail Address: grandpapa2010@aol.com  
(Please indicate your preferred contact number.)

### Education

High School

### Business and Civic Experience

Owned 2 Business until July 2011

### Areas of Expertise, Interest, Skills

Member of Rhems Fire Dept 31 Years  
Aaron Deacon member of Finance committee  
of Trenton Baptist Church

### Why do you want to serve?

To Better The Community of Rhems + Craven county

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

Date: 08-20-2012

Aaron McLaughlin  
Signature

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

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Thomas Mark, Craven County Commissioner

September 18, 2012

Dear Tom,

This letter is to notify you of my resignation as Craven County Fire Tax Commissioner due to the fact that my wife and I are relocating to the Williamsburg, Virginia area effective November 1, 2012. I do want to thank both you and the County Commissioners for the opportunity to serve the County as Fire Commissioner since December 19, 2005.

I am sure that Craven County is in excellent hands with the current administration.

Once again thank you for the opportunity to serve both the Tri-Community Fire Companies and Craven County.

Sincerely,

A handwritten signature in cursive script, appearing to read "Kenneth P. Dunn", followed by a long horizontal flourish.

Kenneth P. Dunn, Fire Tax Commissioner

# 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: ROLF COLE MARIS Home Phone: 252-637-2165  
 Home Address: 5502 BLACKBEARDS LANE  
 City: NEW BERN Zip Code: 28560  
 Township: # 2 City Limits: Yes  No  
 Occupation: RETIRED ASST. CHIEF NISFMO Business Phone: N/A  
 Place of Employment: N/A Fax Number: N/A  
 E-Mail Address: ROLFCOLEMARIS@EMBARQMAIL.COM  
 (Please indicate your preferred contact number.)

### Education

LAMVILLE COMMUNITY HIGH SCHOOL, LAMVILLE ILLINOIS  
AA SOUTHERN UNION COLLEGE, WADLEY ALA  
BS FIRE SCIENCE, EMPIRE STATE (SUNY) ADVANCED STUDIES; US FIRE ACADEMY EMMETSBURG MD.

### Business and Civic Experience

20 YEARS FIRE SERVICE, NORTH ARLINGTON, NJ - 20 YEARS SENIOR INSTRUCTOR BERGEN CO. FIRE ACADEMY, MADISON, NJ - 21 YEARS ASSISTANT CHIEF, DIVISION OF FIRE SAFETY, STATE FIRE MARSHAL'S OFFICE, STATE OF NEW JERSEY

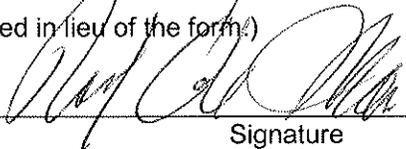
### Areas of Expertise, Interest, Skills

CHIEF OF A 85 MEMBER FIRE DEPT RESPONSIBLE FOR DAY TODAY <sup>IN</sup> OPERATIONS  
PER DIEM SR. INSTRUCTOR RESPONSIBLE FOR TRAINING FIRE SERVICE IN THE 69 MUNICIPALITIES  
10 YEARS ASST CHIEF NISFMO OVERSEEING ENFORCEMENT FIRE CODE - 11 YEARS ASST CHIEF FIRE TRAINING PROGRAMS - ADMINISTERING AND OVERSEEING A \$250,000 YEARLY GRANT WITH KANE AND RUTGERS UNIVERSITIES. Why do you want to serve?

I BELIEVE WITH MY BACKGROUND AND TRAINING I MAY BE OF SERVICE TO THE COMMUNITY IN MY FIELD OF EXPERTISE I HAVE SPENT YEARS OF TRAINING AND NOW RETIRED NOW TIME TO DELIVER MYSELF TO PUBLIC SERVICE.

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

Date: 10/3/12

  
Signature

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

SEE ATTACHED

**Rolf Cole Maris  
5502 Blackbeards lane  
New Bern, NC 28560**

**Township 2**

**Occupation---Retired Asst. Chief NJSFM**

**rolfcolemaris@embarqmail.com**

**Home phone---252-637-2165**

**Cell number---609-915-7407**

**Education:**

**LaMoille Community High School, LaMoille, Ill.  
AA Southern Union Collage, Wadley, Ala.-BS Fire Science Empire State SUNY  
Advanced studies, US Fire Academy, Emmetsburg, MD.**

**Business and Civic Experience:**

**20 years Fire Service, North Arlington, New Jersey  
20 years Senior Instructor, Bergen County Fire Academy, Mahwah, New Jersey  
21 years Assistant Chief, Division of Fire Safety, State Fire Marshal's Office State of  
New Jersey.**

**Areas of Expertise and Skills:**

**20 years North Arlington Volunteer Fire Department Fireman and Chief of  
Department responsible for the day to day operation for Suppression and Fire  
Prevention of an 85 member Borough Fire Department.**

**20 years Per Diem Senior Instructor responsible for teaching Fire Programs, on and  
off the Fire Ground, for the 69 municipalities in Bergen County, New Jersey.**

**10 years Assistant Chief NJSFMO instructing, administrating and overseeing the  
enforcement of the NJ State Fire Code.**

**11 years Assistant Chief NJSFMO instructing administrating and overseeing Fire  
Training, Arson Investigating, and Fire Prevention programs for the State of NJ.**

**Administrating and overseeing a \$250,000 yearly grant with Kane and Rutgers  
Universities for Fire Service Training throughout the State of NJ.**

**Interest**

**Fire Service related fields. Genealogy, Civil-War (I currently volunteer at the New Bern Battlefield several days a week)**

**Why do I want to serve?**

**I believe with my background and training I may be of service to the community in my field of expertise. I have spent years of training and now that I am retired I have time to dedicate myself to public service.**