

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, NOVEMBER 19, 2012
8:30 A.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE MINUTES OF NOVEMBER 5, 2012 REGULAR SESSION AND
OCTOBER 29, 2012 RECONVENED SESSION

1. DOT SECONDARY ROAD IMPROVEMENT PROGRAM: Neil Lassiter, Division Engineer; Reed Smith, District Engineer and Preston Hunter, Division Maintenance Engineer
2. NEW BERN MPO PRESENTATION: Jeff Ruggieri, Director of Development Services, City of New Bern
3. COMPREHENSIVE ANNUAL FINANCIAL REPORT: Lou Cannon and Martha Wayne, McGladrey LLP
4. TAX RELEASES AND REFUND: Ronnie Antry, Tax Administrator
5. BUDGET AMENDMENTS: Rick Hemphill, Assistant County Manager, Finance/Administration
6. SHERIFF'S DEPARTMENT BUDGET AMENDMENTS: Captain Jesse Pittman
7. COMMISSIONERS' REDISTRICTING MAP 5.A.: Jack Veit, County Manager
8. APPOINTMENTS
 - A. Pending
 - B. Current
 - C. Upcoming
9. EMERGENCY OPERATIONS CENTER PROJECT UPDATE: Jack Veit
10. COUNTY ATTORNEY'S REPORT: Jim Hicks

11. COUNTY MANAGER'S REPORT: Jack Veit
12. COMMISSIONERS' REPORTS
13. CLOSED SESSION

Agenda Date: November 19, 2012

Presenters: Neil Lassiter, Reed Smith, Preston Hunter

Agenda Item No. 1

Board Action Required: Yes

DOT SECONDARY ROAD IMPROVEMENT PROGRAM

The N.C. Department of Transportation (DOT) will present the proposed 2012-2013 Secondary Road Improvement Program for Craven County, as required by statute. (See Attachment #1)

Board Action: Receive information and consider adoption of the resolution in the attachment.

Agenda Date: November 19, 2012

Presenter: Jeff Ruggieri

Agenda Item No. 2

Board Action Required: Yes

NEW BERN MPO PRESENTATION

City of New Bern Director of Development Services, Jeff Ruggieri, will present the proposal for a New Bern MPO that is detailed in Attachment #2. Jill Stark, Transportation Planner with the Federal Highway Administration, will accompany him to answer any questions the Board may have.

Board Action: Consider request by City of New Bern for commitment from potential member jurisdictions to participate.

Agenda Date: November 19, 2012

Presenters: Lou Cannon & Martha Wayne

Agenda Item No. 3

Board Action Required: No

COMPREHENSIVE ANNUAL FINANCIAL REPORT

The annual audit report for fiscal year ended June 30, 2012 will be presented by Lou Cannon and Martha Wayne of McGladrey LLP. The document has been submitted to the Board in advance for review.

Board Action: Receive information

Agenda Date: November 19, 2012

Presenter: Ronnie Antry

Agenda Item No. 4

Board Action Required: Yes

TAX RELEASES AND REFUND

Tax Administrator, Ronnie Antry, will present the routine requests for tax releases and one (1) refund contained in Attachment #4 for the Board's approval.

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

Agenda Date: November 19, 2012

Presenter: Rick Hemphill

Agenda Item No. 5

Board Action Required: Yes

BUDGET AMENDMENTS

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

Amendments: DSS Adult Services – Budget \$4,000 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.

Health/Family Planning – State awarded additional funding of \$11,375 to provide services for Family Planning TANF patients. Funds will be used to purchase various forms of long acting contraception to include depo-provera, Implanon and Mirena IUD's.

Health/ Immunization – State awarded one-time bonus Aid-to-County funds to enhance immunization services. The additional \$8,314 will be used to purchase capital items such as a refrigerator, as well as needed medical and other supplies.

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

Agenda Date: November 19, 2012

Presenter: Captain Jesse Pittman

Agenda Item No. 6

Board Action Required: Yes

SHERIFF'S DEPARTMENT BUDGET AMENDMENTS

Captain Jesse Pittman will present the budget amendments that appear in Attachment #6. These funds will be coming from the drug seizure fund which is controlled by the Sheriff. A copy of the federal law which authorizes use of funds in this manner is also included in the attachment.

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

Agenda Date: November 19, 2012

Presenter: Jack Veit

Agenda Item No. 7

Board Action Required: Yes

COMMISSIONERS' REDISTRICTING MAP 5.A.

At the last meeting of the Board on November 5, Commissioner Dacey requested that the County Manager direct an adjustment to Redistricting Map Draft #5, affecting the boundary between Districts 3 and 4 on Tram Road. This will be presented as Draft #5.A, which is included with the agenda as a separate package.

Board Action: Consider Draft #5.A.

Agenda Date: November 19, 2012

Presenter: _____

Agenda Item No. 8

Board Action Required: Yes

APPOINTMENTS

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

Board Action: If the intent is to make appointments effective immediately, a motion to waive the one meeting waiting requirement would be in order.

A. PENDING APPOINTMENT(S):

Industrial Facilities Pollution Control Financing Authority

(There is one term remaining; 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)

Adult Care Home Advisory Committee

(Four vacancies remaining, no applications on file)

Juvenile Crime Prevention Council

Juvenile Defense Attorney to replace Mike Barnhill (No applications on file)

Jan Hood was appointed on November 5 to represent the non-profit community without a waiver of the one meeting waiting requirement, and needs to be affirmed.

Firemen's Relief Fund Board of Trustees

Mathew Spirko was appointed to Tri-Community on November 5 and needs to be affirmed.

Fire Tax Commissioners

- Vacancy to replace Linwood Brown (West of New Bern), who has served more than ten years. (No applications on file)
- Affirmation of Rodney Russell (Twp. 3) and Otto Simmons (Rhems) who were appointed on November 5.

PENDING APPOINTMENTS, CONT'D.

Agricultural Advisory Committee

AUTHORIZATION: Local Ordinance

MISSION/FUNCTION: Administer provision of the Craven County Voluntary Agricultural District Ordinance and perform other agricultural related tasks or duties assigned by the Craven Count Board of Commissioners.

NUMBER OF MEMBERS:

9

TYPE:

(See qualifications)

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):
1) resident of area Township representing; 2) agricultural landowner; 3) actively and directly involved in agricultural production on at least 10 acres of farmland 4) special interest, experience, or education in agriculture and/or rural land preservation

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: At the call of the Chairperson

COMPENSATION: No Yes Specify: _____

TERM(S) ENDING: Jackie Anderson, Dale Dawson (Initial appointments 2009)
Applications on file (See Attachment # 8.A.)

NEW BERN BOARD OF ADJUSTMENT (Extraterritorial Member)

AUTHORIZATION: City Ordinance

MISSION/FUNCTION: To hear and decide appeals from and review of orders, requirements, decisions or determinations made administratively relative to zoning.

| | |
|--------------------|-------|
| NUMBER OF MEMBERS: | TYPE: |
| <u>5</u> | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

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

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: The last Monday of each month at 6:30 p.m.

COMPENSATION: No ; Yes Specify: \$15 per meeting

Term Ending: Starlin Beatty (moved out of area)

No applications on file (See Attachment # 8.A.1. for City’s request and Map). If the County does not make an appointment within 90 days of notification, the City may make the appointment. The Board of Commissioners was notified of the vacancy on September 17, 2012.

A listing of owners/residents of the extraterritorial areas is also provided in the attachment. The column to the far right indicates the property address. The column to the left is the owner’s mailing address for the tax billing. There are a number of owners who do not reside in the ETJ.

B. CURRENT APPOINTMENTS

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: Thomas Williams (deceased)
Application on file: Trudy Williams (Attachment # 8.B.)**

C. UPCOMING APPOINTMENTS

December

Health: Verdelle Newby (Initial appointment 2007)

New Bern Library: Kenneth Brinson (Initial Appointment 2006)

Commissioners' Appointments

January - None

February

Craven Aging Planning Board: B.J. Ipock (Initial Appointment 2011)

Firemen's Relief Fund Board: George Brown, No. 9 (Initial Appointment 1999)
Billy Joiner, West New Bern (Initial Appointment 2011)
Theron McCabe, Harlowe (Initial Appointment 1999)
Raymond T. White, No. 9 (Initial Appointment 1999)

Fire Tax Commissioners: Wilfred Chagnon, Tri-Community
(Initial Appointment 2011)
Casesell Martin, Twp. 5
(Initial Appointment 1998)
Thomas Williams, Tri-Community
(Initial Appointment 2011)

Nursing Home Advisory Committee:
Alvia Hearren (Initial Appointment 1991)
Brinda Moore (Initial Appointment 2007)

Zoning Board of Adjustment: Lee Kyle Allen III (Initial Appointment 2010)
Bud Stilley (Initial Appointment 2010)

Agenda Date: November 19, 2012

Presenter: Jack Veit

Agenda Item No. 9

Board Action Required: No

EMERGENCY OPERATIONS CENTER PROJECT UPDATE

Craven County has solicited bids for renovation work to the old Sheriff's Department/Jail Facility located on Craven Street. As presented to the Board of Commissioners over the last year, this project is based on accomplishing four (4) main goals:

1. Expansion and relocation of the 911 Communications Center;
2. Creation of an Emergency Operation Center/County Training Room;
3. Critical Information Technology Relocation and Expansion;
4. Relocation of the Emergency Services Department to allow for expansion of the Elections Department.

Assistant County Managers Rick Hemphill and Gene Hodges have provided Attachment # 9, which details the process that has ensued, includes the proposed floor plan and outlines the total costs of the project including construction, equipment and furniture. This document also discusses the various sources of revenues that can be used for this project.

Board Action: Receive information. County Manager will outline next steps.

Agenda Date: November 19, 2012

Presenter: Jim Hicks

Agenda Item No. 10

COUNTY ATTORNEY'S REPORT

Agenda Date: November 19, 2012

Presenter: Jack Veit

Agenda Item No. 11

COUNTY MANAGER'S REPORT

Agenda Date: November 19, 2012

Presenter: _____

Agenda Item No. 12

COMMISSIONERS' REPORTS

Agenda Date: November 19, 2012

Presenter: _____

Agenda Item No. 13

CLOSED SESSION

The Board will be requested to go into closed session pursuant to N.C.G.S. 143-318.11(a)(3) and (6) to discuss potential litigation and a personnel matter.