

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, APRIL 15, 2013
8:30 A.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

APPROVE MINUTES OF APRIL 1, 2013 REGULAR SESSION

1. REQUEST FOR EARTH DAY PROCLAMATION
2. WATER TREATMENT PLANT PROJECT UPDATE: Chris Windley and Bryan Blake, McKim & Creed
3. GOVERNOR'S SERVICE AWARDS: Tharesa Lee, Craven County Coordinator
4. JCPC FUNDING RECOMMENDATIONS: Jennifer Knight, Chair
5. HARLOWE VOLUNTEER FIRE DEPARTMENT REQUEST FOR BUDGET AMENDMENT: Maarten Van Der Biezen, Treasurer and John Keeter, Secretary

DEPARTMENTAL MATTERS

6. TAX RELEASES: Ronnie Antry, Tax Administrator
7. SHERIFF DEPARTMENT: Captain Jesse Pittman
 - A. EOMP Quarterly Report
 - B. Budget Amendment
 - C. Vehicle Purchase Discussion
8. PLANNING: Don Baumgardner, Planning Director
 - A. Road Addition Request
 - B. Subdivisions for Approval
 - C. Tall Structures Ordinance Discussion
9. FINANCE BUDGET AMENDMENT AND PROJECT ORDINANCE UPDATE: Rick Hemphill, Assistant County Manager for Finance/Administration

10. ECONOMIC DEVELOPMENT REQUEST FOR DEED OF EASEMENT AT INDUSTRIAL PARK: Gene Hodges, Assistant County Manager for Operations/Facilities
11. HEALTH BUDGET AMENDMENT: Scott Harrelson, Health Director
12. APPOINTMENTS
 - A. Pending
 - B. Current
 - C. Upcoming
13. COUNTY ATTORNEY'S REPORT: Jim Hicks
14. COUNTY MANAGER'S REPORT: Jack Veit
15. COMMISSIONERS' REPORTS

RECESS TO RECONVENE

Agenda Date: April 15, 2013

Presenter: _____

Agenda Item No. 1

Board Action Required: Yes

REQUEST FOR EARTH DAY PROCLAMATION

Linda Staunch has submitted a request for adoption of the Earth Day Proclamation, which appears as Attachment #1, as the Board has done in previous years.

Board Action: Consider proclamation for adoption

Agenda Date: April 15, 2013

Presenters: Chris Windley, Bryan Blake

Agenda Item No. 2

Board Action Required: Yes

WATER TREATMENT PLANT PROJECT UPDATE

McKim and Creed will update the Board on the water plant project, including FONSI status, project schedule, project budget and funding applications.

Board Action: Consideration of submitting loan application for construction

Agenda Date: April 15, 2013

Presenter: Tharesa Lee

Agenda Item No. 3

Board Action Required: No

GOVERNOR'S SERVICE AWARDS

Tharesa Lee, Craven County Coordinator for the Governor's Service Awards, will present to the Board five recipients for Craven County. Attachment #3 is a press release concerning the awards program and local recipients.

Board Action: Receive information and recognize Craven County's volunteer award recipients.

Agenda Date: April 15, 2013

Presenter: Jennifer Knight

Agenda Item No. 4

Board Action Required: Yes

JCPC FUNDING RECOMMENDATIONS

Jennifer Knight, Chair of the Juvenile Crime Prevention Council, will provide a brief overview of the program and funding recommendations that appear as Attachment #4. Representatives of the agencies will be present to entertain questions that the Board may have.

Board Action: Receive information; consider recommended funding allocations.

Agenda Date: April 15, 2013

Presenter: Marteen Van Der Biezen, John Keeter

Agenda Item No. 5

Board Action Required: Yes

**HARLOWE VOLUNTEER FIRE DEPARTMENT REQUEST FOR BUDGET
AMENDMENT**

Attachment # 5 contains a copy of a memo to Mr. Hemphill and a letter from Milton Everette, President of Harlowe requesting to use fund balance from the Township 5 Fire Protection District.

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

Agenda Date: April 15, 2013

Presenter: Ronnie Antry

Agenda Item No. 6

Board Action Required: Yes

DEPARTMENTAL MATTERS: TAX

Tax Releases and Refunds

Craven County Tax Administrator, Ronnie Antry, will present the routine requests for tax releases and refunds contained in Attachment #6 for the Board's approval.

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

Agenda Date: April 15, 2013

Presenter: Captain Jesse Pittman

Agenda Item No. 7

Board Action Required: Yes

DEPARTMENTAL MATTERS: SHERIFF

A. EOMP QUARTERLY REPORT

Administrative Captain, Jesse Pittman, will present the quarterly EOMP report. Statistics appear as Attachment #7.A.

Board Action: Receive information

B. BUDGET AMENDMENT

The budget amendment is to budget monies under revenue and expenditure that were donated to the Sheriff's office to be used at the discretion of the Sheriff. (See Attachment #7.B.)

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

C. VEHICLE PURCHASE DISCUSSION

Attachment #7.C. contains the proposal from the Sheriff's Department for the purchase of crime lab vehicles.

Board Action:

Agenda Date: April 15, 2013

Presenter: Don Baumgardner

Agenda Item No. 8

Board Action Required: Yes

DEPARTMENTAL MATTERS: PLANNING

A. ROAD ADDITION REQUEST

The Planning Department has received a request from the NC Department of Transportation to adopt the standard SR2 Road Addition Resolution for an extension of North Castle Dr. (SR 1921). Requested for addition is 370 feet at the end of the road to be added to the State Maintenance System. (See Attachment #8.A.)

Board Action: Vote to approve the standard SR2 Road Addition Resolution.

B. SUBDIVISIONS FOR APPROVAL

The Planning Board has recommended the following subdivisions for approval.

Richard L. Laughinghouse & Wife Brenda J. Laughinghouse - Final

- Property is owned by Richard L. Laughinghouse & Teryl L. Ipock and surveyed by Gaskins Land Surveying, P.A.
- Property is located within Twp 1, off of Lewis Road (SR 1638)
- Parcel ID 1-033-034
- Subdivision contains 2 lots on 2.88 Acres
- Lots proposed to be served by County Water and existing individual septic system

Fox Meadows Phase 3 A – Final

- Property is owned by John D. & Dineen Wright and surveyed by Robert H. Davis, PLS
- Property is located within Twp 7, off of Wilcox Road (SR 1110)
- Parcel ID 7-110-4001
- Subdivision contains 1 lot on 0.34 Acres
- Lot proposed to be served by County Water and existing City of New Bern sewer

Lynnwood Highlands Ph. 4 – Final

- Property is owned by Bill Clark Homes of Greenville, LLC and surveyed by Herbert J. Nobles, Jr. PLS
- Property is located within Twp 7 off of E. Fisher Ave. (SR 1104)
- Parcel ID 7-206-007
- Subdivision contains 13 lots 6.98 Acres
- Lots proposed to be served by County Water and City of New Bern sewer

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

C. TALL STRUCTURES ORDINANCE DISCUSSION

Attachment #8.C. addresses some of the questions that were raised during the last discussion of the proposed Tall Structures Ordinance.

Board Action: Discussion. If a vote is taken on the ordinance, it will need to be unanimous with all Commissioners present to be adopted.

Agenda Date: April 15, 2013

Presenter: Rick Hemphill

Agenda Item No. 9

Board Action Required: Yes

DEPARTMENTAL MATTERS: FINANCE

Budget Amendment and Project Ordinance Update

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

Amendments: E911-EOC/911 Renovation –Need to budget a \$13,000 transfer from General Fund to the EOC/911 Renovation Project. These funds were approved at the 04/01/13 Board meeting to create a Jury Pool Room at the Courthouse.

Ordinances: Amend EOC/911 Renovation Project Fund 367.

Board Action: A roll call vote is needed to approve budget amendment and ordinance update.

Agenda Date: April 15, 2013

Presenter: Gene Hodges

Agenda Item No. 10

Board Action Required: Yes

DEPARTMENTAL MATTERS: EDC

ECONOMIC DEVELOPMENT REQUEST FOR DEED OF EASEMENT AT INDUSTRIAL PARK

Piedmont Natural Gas has requested to be granted an exclusive permanent easement on land owned by Craven County in the industrial park. Craven County retains ownership of a .5 acre parcel on the northern side of the industrial park. In the middle of this parcel is a sewer lift station owned by the City of New Bern. Located on or near the lift station site is a natural gas regulator station, pipelines, and other equipment owned by Piedmont Natural Gas that provides infrastructure to deliver natural gas to the industrial park and surrounding areas. Piedmont is planning on conducting some maintenance and making some upgrades to this equipment. In their survey and deed research, they discovered that they had never received an easement for this property to access and maintain their equipment. They have approached the county with a request to grant this easement. The County Attorney has reviewed the easement, which appears as Attachment #10, and he mainly notes that this easement is a permanent, exclusive easement

Board Action: Consider approval of deed of easement for Piedmont Natural Gas.

Agenda Date: April 15, 2013

Presenter: Scott Harrelson

Agenda Item No. 11

Board Action Required: Yes

DEPARTMENTAL MATTERS: HEALTH

Budget Amendment

Craven County Health Director, Scott Harrelson, will present the budget amendment contained in Attachment #11 for the Board's approval.

Budget Amendment: The Craven County Health Department was awarded an additional \$2,000 from the State to help pay for telephonic interpretation to Telanguage for our patients who request interpreter and translation services.

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

Agenda Date: April 15, 2013

Presenter: _____

Agenda Item No. 12

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.

D. PENDING APPOINTMENT(S):

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

New Bern Board of Adjustment, Extraterritorial Representative

Vacancy to replace Starlin Beatty; no applications on file. The County has exceeded the 90 days allowed to make this appointment. The City of New Bern has submitted the name of a nominee from the Rocky Run community, Mr. John Murrell, pending receipt of his application.

Craven Pamlico Carteret Regional Library

A new vacancy was created in the new contract for appointment to a fourth seat by the County. The application of Commissioner Taylor's nominee, Ms. Lynn Gonzalez, appears as Attachment # 12.A.

EMS (Emergency Medical Services) Advisory Council

The Board was previously advised of the expiring terms of Jonathan Gaskins (2011), Elizabeth Melvin (2011), and Sarah Rakowski (2011). The Emergency Services Department has indicated that Jonathan Gaskins and Sarah Rakowski are still the captains of their squads and wish to continue serving; however, Elizabeth Melvin is no longer captain and needs to be replaced. An application of Richard Crumbacker to replace Ms. Melvin appears as Attachment # 12.A.1.

PENDING APPOINTMENTS, CONT'D.

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

Term(s) ending:

Clarence Edwards - #6 (Initial Appointment 2003)

William Mathews - #3 (Initial Appointment 1998)

Clarence Simpson –Rhems (Initial Appointment 1998)

Joseph Wetherington – Swift Creek (Initial Appointment 2008)

No applications on file. Mr. Wetherington does not wish to be reappointed. An application will be forthcoming from the department.

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 Baord 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: W.O. Gaskins, Jr.- LSC (Initial Appointment 1999)
 Donald Heath– Ft. Barnwell (Initial Appointment 2011)
 Richard Peterson– Tri-Comm (Initial Appointment 2003)
 Ralph Roeland - #6 (Initial Appointment 1999)
 Clarence Simpson- Rhems (Initial Appointment 1999)
 Duward White – Dover (Initial Appointment 2003)
 Douglas Whitford – LSC (Initial Appointment 1999)
 Milton Everette, Twp. 5 (Initial Appointment 2009)

Applications on file: Attachment # 12.A.2.
 Johnny Norris (Replacing Clarence Simpson)

Commissioner McCabe has verified that Mr. Everette wishes to continue serving.

NURSING HOME ADVISORY COMMITTEE

AUTHORIZATION: N.C.G.S.131E-115

MISSION/FUNCTION: Work to maintain the intent of the Nursing Home Patients Bill of Rights within the licensed homes in the County; to promote community involvement and cooperation with domiciliary homes to ensure quality care for the elderly.

NUMBER OF MEMBERS:
7-12

TYPE:
Dictacted by the number of homes in the county; homes have right to recommend 25% of appointees

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

Cannot be employed by or have a relative in an adult care home.

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: Quarterly, beginning in March, third Wednesday, 10:00 a.m.

COMPENSATION: No Yes

Term(s) Ending: Earley Toon (Initial Appointment 2010); Commissioner Sampson agreed to determine if Mr. Toon wishes to continue serving.

Application(s) on File: Attachment # 11.A.3.
Robin Schaefer

NAME OF BOARD/COMMITTEE: Highway 70 Corridor Committee

AUTHORIZATION: _____

MISSION/FUNCTION: Regional Transportation Infrastructure Planning

NUMBER OF MEMBERS:

TYPE:

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

LENGTH OF TERMS: _____

MEETING SCHEDULE: _____

COMPENSATION: No Yes Specify: _____

Term(s) ending: Mike Avery (Retired)

Application(s) on file: Bobby Darden (Attachment # 12.A.4.)

NAME OF BOARD/COMMITTEE: Down East RPO

AUTHORIZATION: _____

MISSION/FUNCTION: _____

NUMBER OF MEMBERS: _____

TYPE: _____

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

LENGTH OF TERMS: _____

MEETING SCHEDULE: _____

COMPENSATION: No Yes Specify: _____

Term(s) expiring: Sabrina Bengel
Victor Taylor (Alternate)
They are no longer eligible since formation of the New Bern MPO.
Elected members from municipalities not participating in the New Bern
MPO should be selected as member and alternate. (Vanceboro, Havelock,
Dover, Cove City)

Application(s) on file: Chad Braxton (Attachment # 12.A.5.)

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

Term(s) ending: Chip Chagnon has resigned

(Application(s) on file: James Cline (Attachment #11.B.)

NAME OF BOARD/COMMITTEE: New Bern MPO (TAC)

AUTHORIZATION: _____

MISSION/FUNCTION: The TAC serves as the decision making body for the MPO, which is responsible for carrying out the planning process for the urbanized area.

NUMBER OF MEMBERS:	TYPE:	
_____	<u>Elected officials representing and appointed by each participating governmental unit</u>	_____
_____		_____
_____		_____

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

Must be elected official.

LENGTH OF TERMS: _____

MEETING SCHEDULE: _____

COMPENSATION: No Yes Specify: _____

Term(s) ending: New appointee

E. UPCOMING APPOINTMENTS

May

Craven Aging Planning Board Angela Shelters (Initial Appointment 2011)

Nursing Home Advisory Committee

Bob Dorsey (Initial Appointment 2010)
Rachelle Martin (Initial Appointment 2010)
Theron McCabe (Initial Appointment 2012)

Zoning Board

Cynthia Riley (Initial Appointment 2010)

June

Craven Community College Earl Wright (Initial Appointment 1997)

Eastern Carolina Council James Walker (Initial Appointment 2011)

Social Services Board Rex Bennett (Initial Appointment 2007)
George Sawyer (Initial Appointment 2007)

Eastern Carolina Workforce Development Board

Jeff French (Initial Appointment 2011)
Ronald Knight (Initial Appointment 2007; Org. Labor)

Regional Aging Advisory Committee

Bob Dorsey (Initial Appointment 2012)
Mary Zeeman (Initial Appointment 2010)

Recreation Advisory Board

Dickie Fairburn (Initial Appointment 2009)
Demetrius Harkley (Initial Appointment 2007)
Robert Sabdo (Initial Appointment 2006)
Bill Taylor (Initial Appointment 2010)

Airport Authority

Harold Blott (Initial Appointment 2008)
Bill Nauman (Initial Appointment 2005)

Agenda Date: April 15, 2013

Presenter: Jim Hicks

Agenda Item No. 13

COUNTY ATTORNEY'S REPORT

Agenda Date: April 15, 2013

Presenter: Jack Veit

Agenda Item No. 14

COUNTY MANAGER'S REPORT

Agenda Date: April 15, 2013

Presenter: _____

Agenda Item No. 15

COMMISSIONERS' REPORTS

RECESS TO RECONVENE

The Board will recess to **reconvene at Craven County Cooperative Extension at 12:00 noon** to receive the annual report. Following the presentations at Cooperative Extension, the Board will need to recess to **reconvene at 6:00 p.m. on April 25 at the Convention Center** in joint session with municipal boards.