

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, MAY 20, 2013
8:30 A.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

APPROVE MINUTES OF MAY 6, 2013 REGULAR SESSION

1. COMMUNITY CHILD PROTECTION TEAM ANNUAL REPORT: Terry Brubaker, Program Manager, Child & Family Services Division, Craven County DSS
2. NURSING HOME ADVISORY COMMITTEE ANNUAL REPORT: Alvia Hearren, Chairman
3. ADULT CARE HOME ADVISORY COMMITTEE: Sheila Lewis, Ombudsman, Area Agency on Aging

DEPARTMENTAL MATTERS

4. TAX RELEASES AND REFUNDS: Ronnie Antry, Tax Administrator
5. FINANCE BUDGET AMENDMENT: Rick Hemphill, Assistant County Manager, Finance/Administration
6. PLANNING DEPARTMENT: Don Baumgardner, Planning Director
 - A. Request to Adopt Grant Budget Amendment and Ordinance – CDBG FY 12 Scattered Site Grant
 - B. Request to Adopt Grant Budget Amendment and Ordinance – CDBG FY 12 Small Business & Entrepreneurial (SBEA) Assistance Program Grant
 - C. Selection of Consultant for SBEA Program Grant
 - D. Pamlico Sound Regional Mitigation Plan Grant
 - E. Request to Set Public Hearing for Private Road Naming
7. APPOINTMENTS
 - A. Pending
 - B. Current
 - C. Upcoming

8. COUNTY ATTORNEY'S REPORT: Aaron Arnette, County Attorney Associate
9. PRESENTATION OF RECOMMENDED FY 2014 COUNTY BUDGET:
Jack Veit, County Manager
10. COMMISSIONERS' REPORTS

Agenda Date: May 20, 2013

Presenter: Terry Brubaker

Agenda Item No. 1

Board Action Required: No

COMMUNITY CHILD PROTECTION TEAM ANNUAL REPORT

Ms. Brubaker will present the required annual report, with an update of the team's status and activities.

Board Action: Receive information

Agenda Date: May 20, 2013

Presenter: Alvia Hearren

Agenda Item No. 2

Board Action Required: No

NURSING HOME ADVISORY COMMITTEE ANNUAL REPORT

Mr. Hearren, accompanied by Sheila Lewis, Ombudsman, will present the annual report.

Board Action: Receive information

Agenda Date: May 20, 2013

Presenter: Sheila Lewis

Agenda Item No. 3

Board Action Required: No

ADULT CARE HOME ADVISORY COMMITTEE ANNUAL REPORT

Activities of the Adult Care Home Advisory Committee for the year will be presented by Sheila Lewis.

Board Action: Receive information

Agenda Date: May 20, 2013

Presenter: Ronnie Antry

Agenda Item No. 4

Board Action Required: Yes

TAX RELEASES AND REFUNDS

Craven County Tax Administrator, Ronnie Antry, will present the routine requests for tax releases and refunds contained in Attachment #4 for the Board's approval.

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

Agenda Date: May 20, 2013

Presenter: Rick Hemphill

Agenda Item No. 5

Board Action Required: Yes

FINANCE BUDGET AMENDMENT

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

Amendments: Register of Deeds – Register of Deeds is required to collect a real estate excise stamp tax. Each month the County must submit a portion (48%) of excise stamp tax collected to the NC Dept of Revenue. Collection has exceeded original budget and therefore payments to the State have as well. Need to budget additional \$ 80,000 revenue and expenditure to pay State for remainder of fiscal year.

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

Agenda Date: May 20, 2013

Presenter: Don Baumgardner

Agenda Item No. 6

Board Action Required: Yes

PLANNING DEPARTMENT

A. REQUEST TO ADOPT GRANT BUDGET AMENDMENT AND ORDINANCE – CDBG FY 12 SCATTERED SITE GRANT

The Planning Department requests that the Board adopt a Project Ordinance, Financial Management Resolution and Budget Amendment for the CDBG FY 12 Scattered Site Grant:

This grant will be used to construct and rehabilitate three (3) structures in Craven County. The applicants will be required to participate in the cost to rehabilitate or to construct their new home.

Attachment # 6.A contains a budget amendment, Financial Management Resolution and Project Ordinance (2).

Board Action: A vote to adopt the CDBG FY12 Scattered Site Project Ordinance, Financial Management Resolution and budget amendment and authorize the Chairman's signature. A roll call vote will be needed

B. REQUEST TO ADOPT GRANT BUDGET AMENDMENT AND ORDINANCE – CDBG FY 12 SMALL BUSINESS & ENTREPRENEURIAL (SBEA) ASSISTANCE PROGRAM GRANT

The Planning Department requests that the Board adopt a Project Ordinance, Financial Management Resolution and Budget Amendment for the CDBG FY 12 Small Business & Entrepreneurial (SBEA) Assistance Grant Program.

This grant will provide American Eagle Manufacturing with funding to acquire land and provide part of the construction cost for a building to expand their facilities. This grant is providing assistance to create ten (10) new jobs.

Attachment # 6.B contains a budget amendment, Financial Management Resolution and Project Ordinance (2)

Board Action: A vote to adopt the CDBG FY12 (SBEA) Small Business & Entrepreneurial Assistance Program Project Ordinance, Financial Management Resolution and Budget Amendment and authorize the Chairman's signature. A roll call vote will be needed.

C. SELECTION OF CONSULTANT FOR SBEA PROGRAM GRANT

Request for proposals were sent out the end of April and only one proposal was received, from Holland Consulting Planners. A second request for proposals was sent out and is due in by May 15th. If the Planning Department does not receive an additional proposal, the County will request from the Division of Community Assistance for the County to enter into a sole source contract with Holland Consulting Planners. If the County does receive an additional proposal, a rating sheet will be provided to the Board at the meeting on May 20th with a recommendation for the most qualified administrative consultant. The amount available to administer the grant is \$22,000.

Board Action: Request approval of consultant to administer the grant funds.

D. PAMLICO SOUND REGIONAL MITIGATION PLAN GRANT

The Pamlico Sound Regional Hazard Mitigation Plan Grant will provide the counties of Craven, Carteret, Pamlico, Beaufort and Hyde funding to update their Hazard Mitigation Plan. Craven County is the lead county on this project.

Attachment 6.D. contains a budget amendment and project ordinance.

Action: A vote to adopt the budget ordinance and amendment and authorize the Chairman to sign. A roll call vote will be needed.

E. REQUEST TO SET PUBLIC HEARING FOR PRIVATE ROAD NAMING

The Planning Department requests to set a public hearing for June 3rd, 2013 to hear comments regarding the request to name a private drive for the reason of emergency response. The private drive is located in Township 5 off of Adams Creek Road. All property owners have signed the petition.

Attachment 6.E. contains a map of Edith Lane.

Board Action: Request to set a public hearing for the June 3rd meeting.

Agenda Date: May 20, 2013

Presenter: _____

Agenda Item No. 7

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):

Adult Care Home Advisory Committee

Three vacancies remaining, no applications on file.

Juvenile Crime Prevention Council

Juvenile Defense Attorney to replace Mike Barnhill; application on file: **Michelle Jerome**
(Attachment # 7.A.)

New Bern Board of Adjustment, Extraterritorial Representative

Vacancy to replace Starlin Beatty. At the last meeting, the City of New Bern had submitted the name of a nominee from the Rocky Run community, **John “Pop” Murrell**, whose application appears as **Attachment # 7.A.1.**

Down East RPO

The appointment of an elected member from remaining municipalities not participating in the New Bern MPO (Cove City, Dover or Havelock) as alternate was deferred at the Board’s last meeting.

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: Harvey Hurst - #6 (Initial Appointment 2011 to Edwards Unexpired Term)
Joseph Wetherington – Swift Creek (Initial Appointment 2008)
(Mr. Wetherington does not wish to be reappointed. An application will be forthcoming from the department)

No applications on file

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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 Yes Specify: _____

Term(s) ending:
W.O. Gaskins, Jr.- LSC (Initial Appointment 1999)
Ralph Roeland - #6 (Initial Appointment 1999)
Duward White – Dover (Initial Appointment 2003)
Douglas Whitford – LSC (Initial Appointment 1999)

No applications on file

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: Bob Dorsey (Initial appointment 2010)
Rachelle Martin (Initial appointment 2010)

These members are no longer serving and need to be replaced.

No application(s) on file.

ZONING BOARD OF ADJUSTMENT

AUTHORIZATION: General Statute 153-345

MISSION/FUNCTION: To hear and decide appeals from and review any order, requirement, decision or determination made by an administrative official charged with the enforcement of the applicable ordinance; may permit special exceptions to zoning regulations if provided for in the ordinance.

NUMBER OF MEMBERS:

7

TYPE:

Representatives of each airport zoned area

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

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: Not Specified (as needed)

Term(s) ending: Cynthia Riley

No applications on file

(Planning has determined that she is interested in continuing; an application will be forthcoming.)

B. CURRENT APPOINTMENTS

PLANNING BOARD

AUTHORIZATION: N.C.G.S. 153A-21

MISSION/FUNCTION: _____

NUMBER OF MEMBERS: _____

8

TYPE:

Representatives from around the County (from each township to the extent possible)

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

LENGTH OF TERMS: 4 Years

MEETING SCHEDULE: Fourth Thursday of each month, 6:30 p.m.

COMPENSATION: No Yes Specify: \$25 per meeting-members; \$30 per meeting-Chairman

Term(s) ending: Willie Perry – resignation

Application(s) on file: Michael Scoggins (Attachment # 7.B.)

CRAVEN COUNTY ABC BOARD

AUTHORIZATION: N.C.G.S. 18B-700

MISSION/FUNCTION: To serve the locality responsibly by controlling the sale of spiritous liquor and promoting customer-friendly, modern and efficient stores.

NUMBER OF MEMBERS:	TYPE:
<u>3</u>	_____
_____	_____
_____	_____
_____	_____

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

Interest in public affairs, good judgement, knowledge, ability and good moral character

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: Third Tuesday of each month at 5:30 p.m. in the boardroom of the warehouse located at 3493 Martin Drive

COMPENSATION: No Yes Specify: \$150/month

Term(s) ending: Chip Hughes – Resignation

Applications on File: Carol Dail Crayton, Tony Wilson Lee, Barbara Whiteman, Linda Simmons-Henry (Attachment # 7.B.1.)

C. UPCOMING APPOINTMENTS - June

CRAVEN COMMUNITY COLLEGE BOARD OF TRUSTEES

AUTHORIZATION: Bylaws

MISSION/FUNCTION: Exercise the power to acquire, hold and transfer real and personal property of the college; enter into contracts on behalf of the college; defend legal actions; “exercise such other rights and privileges as may be necessary for the management and administration of the College in accordance with the provisions of Chapter 115D of the North Carolina General Statutes and other applicable laws, rules and regulations”.

NUMBER OF MEMBERS:

4
4
4
1

TYPE:

County Commissioner Appointees
Governor’s Appointees
Board of Education Appointees
Chairperson of the Student Council (ex officio)

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

Members must be resident of Craven County or of counties contiguous to Craven County, with the exception of the Chairperson of the Student Council.

LENGTH OF TERMS: 4 Years

MEETING SCHEDULE: 3rd Tuesday of January, April, July and October – 7:00 p.m.

COMPENSATION: No Yes Specify: Reimbursement for mileage and meals, where applicable

Term(s) ending: Earl Wright (Initial Appointment 1997)
Applications file: Warren B. Culbreth, Jr., Bruce Laviolette
(Attachment # 7.C.)

EASTERN CAROLINA COUNCIL OF GOVERNMENTS

AUTHORIZATION: N.C.G.S. 160-470; 158-8 and 14; 153A-391 and 398

MISSION/FUNCTION: To initiate, coordinate and exercise management oversight for designated interjurisdictional and local programs/projects relevant to the needs assessments, planning functions, and services coordination/delivery within Region P or its sub-units

NUMBER OF MEMBERS:

18

Non-specified

TYPE:

Executive Committee (1 Commissioner/County;
1 municipal appointment per member municipality)
General Membership Board (1 Commissioner
appointee; 1 member municipality appointee)

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

LENGTH OF TERMS: 1 Year

MEETING SCHEDULE: 2nd Thursday every month; O'Marks Building

Term(s) expiring: James Walker (Initial Appointment 2011)

Application on file: **Hal James (Attachment # 7.C.1.)**

SOCIAL SERVICES BOARD

AUTHORIZATION: N.C.G.S. 108A-1-11

MISSION/FUNCTION: _____

NUMBER OF MEMBERS: _____

5

TYPE:

2 County Appointees

2 State Appointees

1 Member Appointed by DSS Board

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

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: January, 4th Monday at 5:00 p.m.; February – December, 3rd Monday of each month at 5:00 p.m.

COMPENSATION: No Yes Specify: \$15.00/Meeting

Term(s) ending: George Sawyer (Initial Appointment 2007)

Application on file: Clayton Gaskins (Attachment # 7.C.2.)

NAME OF BOARD/COMMITTEE: **Eastern Carolina Workforce Development Board**

AUTHORIZATION: Bylaws

MISSION/FUNCTION: "...to perform all functions of a Workforce Investment Board and Local Area as set forth in the Federal Workforce Investment Act (WIA)

NUMBER OF MEMBERS:

18

9

1

TYPE:

2 from private sector, appointed by each member county

1 appointed by each member county, to be recruited to represent community based organizations, organized labor, education agencies, vocational rehabilitation agencies, public assistance agencies, economic development agencies, and public employment service

Additional member from consortium member county from which current chairman appointed

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

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: Bi-monthly, at a time and location determined by the Board

COMPENSATION: No X Yes Specify: _____

Term(s) ending: Jeff French – Private Sector (Initial Appointment 2011)
 Ronald Knight – Organized Labor (Initial Appointment 2007)

Application on file: Michael Scoggins (Attachment # 7.C.3.)

REGIONAL AGING ADVISORY COMMITTEE

AUTHORIZATION: _____

MISSION/FUNCTION: The committee advocates on behalf of the senior population of COG Region P, and as advocates for seniors in their respective counties. It reviews and comments on laws, policies, actions and programs that affect older adults.

NUMBER OF MEMBERS:

27

TYPE:

3 Representatives of each county in Region P

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

Interest in issues affecting the senior population; older adults who are participants in aging services, representatives of older adults, older minority individuals, nutrition project representatives, general public, local elected officials

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: First Monday of January, April, July and October, 10:00 a.m.

COMPENSATION: No Yes Specify: _____

Term(s) ending: Bob Dorsey (Initial Appointment 2012)
Mary Zeeman (Initial Appointment 2010)
No applications on file.

RECREATION AND PARKS ADVISORY BOARD

AUTHORIZATION: Bylaws

MISSION/FUNCTION: Serves as the recreation advisory body for the Craven County Department of Recreation and Parks; suggests policies; consults with and advises Recreation Director, County Manager and Commissioners in matters related to recreation programs, finances, acquisition and disposal of property consistent with overall, long range recreation planning.

NUMBER OF MEMBERS:

12

TYPE:

1 from each township (8)
4 at-large

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

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: 3rd Monday at 6:00 p.m.; Administration conference room

COMPENSATION: No Yes Specify: _____

Term(s) expiring: Dickie Fairburn (Initial Appointment 2009)
Demetrius Harkley (Initial Appointment 2007)
Robert Sabdo (Initial Appointment 2006)
Bill Taylor (Initial Appointment 2010)
Application on file: Michael Scoggins (Attachment # 7.C.4.)

COASTAL CAROLINA AIRPORT AUTHORITY

AUTHORIZATION: General Statutes (Chapter 1197 session laws of 1979; Chapter 1046 session laws of 1989

MISSION/FUNCTION: “...to meet monthly, and at such other times, as necessary, to discuss and decide on affairs pertinent to the operation, maintenance and control of the craven Couty Regional Airport”.

NUMBER OF MEMBERS:

8

4

TYPE:

Voting

Non-voting

(Carteret, Jones, Pamlico, MCAS)

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

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: 3rd Tuesday of each month; 2:00 p.m.

COMPENSATION: No Yes Specify: \$100/month

Term(s) expiring: Harold Blott (Initial Appointment 2008)
Bill Nauman (Initial Appointment 2005)

Applications on file: Karen Baskin, Joel Kaplan, Bruce Laviolette, Sabrina Bengel, William Rust (Attachment # 7.C.5.)

July

ABC Board

Billy Whitford (initial appointment 2004)

River Bend Board of Adjustment

Kelly Forrest (initial appointment 2001)

August

Clean Sweep Committee

Judi Lloyd (initial appointment 2010)

Lynn Rosania (initial appointment 2010)

Agenda Date: May 20, 2013

Presenter: Jim Hicks

Agenda Item No. 8

COUNTY ATTORNEY'S REPORT

A. Offer to Purchase Real Property - Near Intersection of Main Street and Maul Swamp Road, Vanceboro (#1-044-262).

The County has received an offer from Hicks Propane, Inc. in the amount of \$2,000.00 for this property, which was acquired through a tax foreclosure in 2005. The total taxes and costs that were foreclosed on were \$1,647.84. The current tax value is \$13,500.00 (the property is unimproved). Attachment #8.A contains a copy of the offer to purchase, deed, and GIS information.

Should the Board accept this offer, then the property will then be advertised for upset bids in accordance with General Statutes. Once no further upset bids are timely received, the County may accept or reject the final offer.

B. Offer to Purchase Real Property - 128 Little Lake Circle, New Bern (#8-223-1-031).

The County has received an offer from Timmery Bryant in the amount of \$1,900.00 for this property, which was acquired through a tax foreclosure in 2003. The total taxes and costs that were foreclosed on were \$1,872.99. The current tax value is \$2,160.00 (the property is unimproved). Attachment #8.B contains a copy of the offer to purchase, deed, and GIS information.

Should the Board accept this offer, then the property will then be advertised for upset bids in accordance with General Statutes. Once no further upset bids are timely received, the County may accept or reject the final offer.

Agenda Date: May 20, 2013

Presenter: Jack Veit

Agenda Item No. 9

PRESENTATION OF RECOMMENDED FY 2014 COUNTY BUDGET

County Manager, Jack Veit, will present the proposed budget for FY 2013-2014.

Agenda Date: May 20, 2013

Presenter: _____

Agenda Item No. 10

COMMISSIONERS' REPORTS