

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, JUNE 17, 2013
8:30 A.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

APPROVE MINUTES OF JUNE 3, 2013 REGULAR SESSION, MAY 20, 21 AND 24 RECONVENED SESSIONS

1. AIRPORT REQUEST – FAA GRANT: Tom Braaten, Airport Director
2. BUDGET ORDINANCE: Jack Veit, County Manager

DEPARTMENTAL MATTERS

3. DSS
 - A. Budget Amendment – Family Caregiver
 - B. Budget Amendment – Day Care
4. TAX: RELEASES AND REFUNDS: Ronnie Antry, Tax Administrator
5. PLANNING
 - A. Pamlico Sound Regional Hazard Mitigation Update: Dale Holland, Holland Consulting Planners
 - B. Selection of Consultant for Infrastructure Program Grant: Don Baumgardner, Planning Director
 - C. Request for Addition to State Maintained Secondary Road System: Don Baumgardner
 - D. FY-12 CDBG Scattered Site Program: Dale Holland
 - E. FY-12 CDBG Small Business Entrepreneurial Program: Dale Holland
6. CARTS: APPROVAL OF AREA PLAN: Terry Jordan, CARTS Director
7. FINANCE: BUDGET AMENDMENTS & ORDINANCE UPDATE: Rick Hemphill, Assistant County Manager, Finance/Administration
8. RESOLUTION HONORING THE LIFE OF MARVIN RAINES

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

Agenda Date: June 17, 2013

Presenter: Tom Braaten

Agenda Item No. 1

Board Action Required: Yes

AIRPORT REQUEST

Coastal Regional Airport Director, Tom Braaten, will present a grant offer from the FAA to work on Taxiway A.

Board Action: The Commissioners will be requested to accept the grant.

Agenda Date: June 17, 2013

Presenter: Jack Veit

Agenda Item No. 2

Board Action Required: Yes

BUDGET ORDINANCE

County Manager, Jack Viet, will present the Budget Ordinance for FY 2013-14, which will be provided to you under separate cover.

Board Action: If there is no additional input from Commissioners regarding the budget, the Chairman will call for a motion to adopt the FY 2013-14 Budget Ordinance. A roll call vote will be required.

Agenda Date: June 17, 2013

Presenter: _____

Agenda Item No. 3

Board Action Required: Yes

DEPARTMENTAL MATTERS: DSS

A. BUDGET AMENDMENT – FAMILY CAREGIVER

Additional funding for the Family Caregiver program for In Home services received from the Eastern Carolina Council of Government, Area Agency on Aging. There is no County match. (See Attachment #3.A.)

B. BUDGET AMENDMENT – DAY CARE

Additional funding received for Regular Subsidy Day Care from the Division of Child Development in order to make the final service month's payments for Fiscal Year 12-13. There is no County match required. (See Attachment #3.B.)

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

Agenda Date: June 17, 2013

Presenter: Ronnie Antry

Agenda Item No. 4

Board Action Required: Yes

DEPARTMENTAL MATTERS: 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: June 17, 2013

Presenters: Dale Holland, Don Baumgardner

Agenda Item No. 5

Board Action Required: Yes

DEPARTMENTAL MATTERS: PLANNING

A. PAMLICO SOUND REGIONAL HAZARD MITIGATION UPDATE

An overview of the process to update the Pamlico Sound Regional Hazard Mitigation Plan will be provided by Mr. Holland.

Board Action: Receive information.

B. SELECTION OF CONSULTANT FOR INFRASTRUCTURE PROGRAM GRANT

The County has been informed that a CDBG request for a \$750,000 Infrastructure Grant has been approved. In order to start the project an administrative consultant is needed. Request for proposals were sent out on May 10th, 2013 and only one proposal was received from Holland Consulting Planners. A second request for proposals was sent out and is due in by June 12th. If we do 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, Mr. Baumgardner will provide a rating sheet to the Board at the meeting on June 17th with a recommendation for the most qualified administrative consultant. The amount available to administer the grant is \$66,900.

Board Action: Request approval of consultant to administer the grant funds and authorize the Chairman to sign the contract.

C. REQUEST FOR ADDITION TO STATE MAINTAINED SECONDARY ROAD SYSTEM

Attachment #5.C. contains a standard SR2 road addition resolution request to approve Pine Cove Road in Pine Cone Subdivision to be turned over to the State of North Carolina for maintenance. The resolution, once passed, will be forwarded to NCDOT for their final consideration and acceptance of the road to the State Maintenance System.

Board Action: A vote by the Board of Commissioners is needed to approve the SR2 Road Addition Resolution.

D. FY-12 CDBG SCATTERED SITE PROGRAM

Mr. Holland will present the following guidelines, plans and policies, which need to be formally adopted in order to move forward with this project.

1. Housing Assistance Policy
2. Rehabilitation/Demolition Contract Award Policy
3. Citizen Participation Plan
4. Residential Anti-displacement and Relocation Assistance Plan
5. Local Economic Benefit for LMI Persons (Section 3) Plan
6. Equal Employment and Procurement Policy
7. Policy Concerning Code of Conduct
8. Fair Housing Policy
9. Section 519 Policy (Prohibiting Use of Excessive Force)
10. Temporary Relocation Policy

Attachment #5.D contains the standard guidelines, plans and policies that are required to be adopted for each individual CDBG program.

Board Action: Request adoption of the ten guidelines, plans and policies and authorize the Chairman to sign.

E. FY-12 CDBG SMALL BUSINESS ENTREPRENEURIAL PROGRAM

Mr. Holland will present the following guidelines, plans and policies, which need to be formally adopted in order to move forward with this project.

1. Citizen Participation Plan
2. Residential Anti-displacement and Relocation Assistance Plan
3. Local Economic Benefit for LMI Persons (Section 3) Plan
4. Equal Employment and Procurement Policy
5. Policy Concerning Code of Conduct
6. Fair Housing Policy
7. Section 519 Policy (Prohibiting Use of Excessive Force)
8. Designation of Labor Standards Enforcement Officer

Attachment #5.E contains the standard guidelines, plans and policies that are required to be adopted for each individual CDBG program.

Board Action: Request adoption of the eight guidelines, plans and policies and authorize the Chairman to sign.

Agenda Date: June 17, 2013

Presenter: Terry Jordan

Agenda Item No. 6

Board Action Required: Yes

DEPARTMENTAL MATTERS: CARTS – APPROVAL OF AREA PLAN

Each transportation system is required to have a Local Coordinated Plan (LCP) adopted by the governing board in order to continue to maintain eligibility for Federal and State grants. LCP's typically have a four year life span and the LCP for the Craven Area Rural Transportation System (CARTS) needs to be updated. Complicating this to some degree is the recent designation of New Bern as an urban area necessitating the creation of the New Bern Area Metropolitan Planning Organization (MPO). This will necessitate an extensive rewrite of the LCP. After meeting with North Carolina Department of Transportation officials and since funding for FY2014 will still be based on the rural funding criteria, CARTS has been allowed to develop a simple update to the existing LCP for the 2013-2014 fiscal year. Prior to the funding cycle for fiscal year 2014-2015, a new LCP will need to be created that reflects the changes with the urban designation.

As a required for the update, a workshop was held on May 30, 2013 to bring together stakeholders to review the current LCP, assess the services that are currently provided, identify gaps in service, and to explore ways to improve efficiency in the service delivery. A copy of the draft LCP was provided to members of the Board last week for your review.

Board Action: Adopt the Local Coordinated Transportation Plan.

Agenda Date: June 17, 2013

Presenter: Rick Hemphill

Agenda Item No. 7

Board Action Required: Yes

DEPARTMENTAL MATTERS: FINANCE – BUDGET AMENDMENTS & ORDINANCE UPDATE

Amendments: Schools –One half of Article 40 and Article 42 sales tax distributed to counties is dedicated to school debt service. Given fiscal year-to-date collections and four more distributions to be credited to current fiscal year, it is anticipated that final receipts will be greater than originally projected. Need to budget an additional \$225,000 in expected revenue and corresponding transfer to Debt Service Fund.

Recreation – Need to budget Community Transformation Grant awarded in the amount of \$550 to purchase sporting equipment. Also need to budget a \$750 donation from Zaxby's of New Bern to purchase/install a sign to be placed on Creekside ball field fence and mats for the batter's boxes.

Rescue Squads – Ambulance service fees/collections are exceeding amount budgeted. Need to budget an additional \$28,000 for New Bern/Craven rescue, \$8,500 for Ft. Barnwell rescue, \$62,250 for Bridgeton rescue, \$34,000 for Vanceboro rescue and \$16,500 for Cove City rescue. (90% squads, 10% collection fees).

Soil Conservation – Soil conservation received unanticipated funds for the District's help on a Conservation Reserve Enhancement project. Need to budget these State funds, in the amount of \$2,860, for surveying equipment and educational materials.

Sheriff/Jail– Higher inmate population along with general increase in cost of housing prisoners has resulted in greater expenditures in all areas of the Jail. This increase in inmate population has also resulted in a corresponding increase in revenues. Need to budget an additional \$130,000 in misdemeanor housing –NCSA. Of this additional revenue, \$6,000 will go toward boarding prisoners, \$60,000 to medical supplies, \$33,000 to inmate welfare, \$25,000 to food service and \$6,000 to electronic monitoring.

County Reserve – Need to budget year end transfer of \$1,000,000 from the General Fund to County Reserve.

Ordinances: Close out CDBG FY 10 Contingency Infrastructure Fund 278.

Agenda Date: June 17, 2013

Presenter: _____

Agenda Item No. 8

Board Action Required: Yes

RESOLUTION HONORING THE LIFE OF MARVIN RAINES

At the Board's last meeting, the Board directed that a resolution be prepared to recognize and honor Marvin Raines, who passed away recently. The resolution appears as Attachment #8.

Board Action: Adopt Resolution

Agenda Date: June 17, 2013

Presenter: _____

Agenda Item No. 9

Board Action Required: Yes

APPOINTMENTS

- A. PENDING
- B. 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):

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. No applications on file.

PENDING APPOINTMENTS, CONT'D.

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)

Applications on file:

Kevin Jones (replacing W.O. Gaskins)
Jeffery Norman (replacing Douglas Whitford)
(Attachment # 9.A.)

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: Rachelle Martin (Initial appointment 2010)
(No longer serving and needs to be replaced.)

No applications on file.

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 # 9.A.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)

**Applications on file: Clayton Gaskins
John Wetherington
(Attachment # 9.A.2.)**

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; no longer participating)
Mary Zeeman (Initial Appointment 2010; interested in continuing)
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; eligible for reappointment)*
Demetrius Harkley (Initial Appointment 2007; District 5)
Robert Sabdo (Initial Appointment 2006; District 6)

No application on file.

*** Recreation and Parks Advisory Board bylaws limit service to two consecutive 3-year terms**

The Recreation Director is determining if Mr. Fairburn wishes to continue.

B. UPCOMING APPOINTMENTS – 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: June 17, 2013

Presenter: Jim Hicks

Agenda Item No. 10

COUNTY ATTORNEY'S REPORT

A. OFFER TO PURCHASE REAL PROPERTY – 128 LITTLE LAKE CIRCLE, NEW BERN (#8-223-1-031)

The County 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 offer was tentatively accepted by the Board, and the property was advertised for upset bids; no upset bids were received.

B. OFFER TO PURCHASE REAL PROPERTY – Near Intersection of Main Street and Maul Swamp Road, Vanceboro (#1-044-262)

The County 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 offer was tentatively accepted by the Board, and the property was advertised for upset bids; no upset bids were received.

C. UPDATE ON INPATIENT HOSPICE PROGRAM INTERLOCAL AGREEMENT

The County Attorney will present the Interlocal Agreement, as shown in Attachment #10.C, for the Inpatient Hospice Program for approval.

Agenda Date: June 17, 2013

Presenter: Jack Veit

Agenda Item No. 11

COUNTY MANAGER'S REPORT

Agenda Date: June 17, 2013

Presenter: _____

Agenda Item No. 12

COMMISSIONERS' REPORTS

Agenda Date: June 17, 2013

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)(6), pertaining to a personnel matter.