

**AGENDA  
CRAVEN COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
MONDAY, JULY 1, 2013  
7:00 P.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

APPROVE MINUTES OF JUNE 17, 2013 REGULAR SESSION, JUNE 3 AND 7  
RECONVENED SESSIONS

1. RESOLUTION RECOGNIZING MARVIN RAINES
2. PETITIONS OF CITIZENS
  - A. Ray Griffin
  - B. Lovay Singleton
  - C. Nancy Masters-Pils
3. TAX RELEASES AND REFUNDS: Ronnie Antry, Tax Administrator

DEPARTMENTAL MATTERS

4. PLANNING DEPARTMENT: Don Baumgardner, Planning Director
  - A. FY 12 CDBG Scattered Site Program
  - B. FY 12 CDBG Small Business Entrepreneurial Assistance Program
  - C. Subdivisions for Approval
5. ADMINISTRATION – ADOPTION OF RECORDS RETENTION SCHEDULE:  
Gwen Bryan, Clerk to the Board
6. APPOINTMENTS
  - A. Pending
  - B. Current
  - C. Upcoming
7. COUNTY ATTORNEY’S REPORT: Jim Hicks
8. COUNTY MANAGER’S REPORT: Jack Veit

9. COMMISSIONERS' REPORTS
10. CLOSED SESSION

Agenda Date: July 1, 2013

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

Agenda Item No. 1

Board Action Required: Yes

### **RESOLUTION RECOGNIZING MARVIN RAINES**

The Board will be requested to adopt the resolution which appears in Attachment #1 recognizing the contributions of Marvin Raines. Members of his family are expected to attend the meeting for the presentation.

**Board Action: Consider resolution for adoption.**

Agenda Date: July 1, 2013

Presenters: Griffin, Singleton and Masters-Pils

Agenda Item No. 2

Board Action Required: No

## PETITIONS OF CITIZENS

### A. RAY GRIFFIN

Mr. Griffin will speak about taxes.

### B. LOVAY SINGLETON

Ms. Singleton wishes to speak to the Board concerning the Veterans Employment Base Camp and Organic Land Lease. A Letter of Intent which she sent to New Bern Parks and Recreation is included as Attachment #2.B.

### C. NANCY MASTERS-PILS

**Board Action: Receive information**

Agenda Date: July 1, 2013

Presenter: Ronnie Antry

Agenda Item No. 3

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 #3 for the Board's approval.

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

Agenda Date: July 1, 2013

Presenter: Don Baumgardner

Agenda Item No. 4

Board Action Required: Yes

## **DEPARTMENTAL MATTERS: PLANNING**

### **A. FY 12 CDBG SCATTERED SITE PROGRAM**

Mr. Baumgardner will present the following guidelines, plans and policies, which need to be formally adopted in order to move forward with this project. The Board deferred consideration of this request at the last meeting in order to study the material in more depth.

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

### **B. FY 12 CDBG SMALL BUSINESS ENTREPRENEURIAL ASSISTANCE PROGRAM**

Mr. Baumgardner will present the following guidelines, plans and policies, which need to be formally adopted in order to move forward with this project. The Board deferred consideration of this request at the last meeting in order to study the material in more depth.

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 #4.B. 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.**

C. SUBDIVISIONS FOR APPROVAL

The Planning Board has recommended the following subdivisions for approval.

Ida Maye Wilson Estate – Final

- Property is owned by Linda B. Mckeel and surveyed by Robert M. Chiles, P.E.
- Property is located within Twp 1 off of River Rd. (SR 1400)
- Parcel ID 1-073-007
- Subdivision contains 2 lots on 3.4 Acres
- Lots are served by County Water and existing individual septic systems

Scott O. Wetherington - Final

- Property is owned by Gloria Wetherington and surveyed by Gaskins Land Surveying P.A.
- Property is located within Twp 1 off of Nelson Rd. (SR 1450)
- Parcel ID 1-054-181 & 1-054-058
- Subdivision contains 1 lot on 2.52 Acres
- Lot proposed to be served by County Water and an individual septic system

Benjamin L. & Natelie M. Shelton - Final

- Property is owned by Harvey Lee Edwards and surveyed by Gaskins Land Surveying P.A.
- Property is located within Twp 1 off of Bear Hole Rd. (SR 1448)
- Parcel ID 1-055-013
- Subdivision contains 1 lot on 1.01 Acres
- Lot proposed to be served by County Water and an individual septic system

Ronald Becton - Final

- Property is owned by Ronald Becton, and surveyed by Chance & Associates Inc.
- Property is located within Twp 5 off of Fisher Town Rd. (SR 1712)
- Parcel ID 5-012-1005
- Subdivision contains 3 lots on 3.72 Acres
- Lots proposed to be served by County Water and individual septic systems

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

Agenda Date: July 1, 2013

Presenter: Gwen Bryan

Agenda Item No. 5

Board Action Required: Yes

### **ADMINISTRATION – ADOPTION OF RECORDS RETENTION SCHEDULE**

The N.C. Department of Cultural Resources has updated the Records Retention and Disposition Schedule for County Management, which was last updated and adopted by this Board in 2006. By adopting this schedule, the County provides staff with a uniform standard for the maintenance of public records which takes into account all legal requirements. Attachment #5 contains the details relative to the Administration function.

**Board Action: A motion to adopt the schedule is needed.**

Agenda Date: July 1, 2013

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

Agenda Item No. 6

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):**

**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:** Ralph Roeland - #6 (Initial Appointment 1999)  
Duward White – Dover (Initial Appointment 2003)

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

**No applications on file.**

**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 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: 3<sup>rd</sup> Monday at 6:00 p.m.; Administration conference room

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

Term(s) expiring: Demetrius Harkley (Initial Appointment 2007; District 5)  
Robert Sabdo (Initial Appointment 2006; District 6)

**No applications on file.**

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

**B. CURRENT APPOINTMENTS**

**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: \$90/month

Term(s) expiring: Billy Whitford (initial appointment 2004)

Additional vacancies: 2\*

**\*At the last meeting, the Board voted to adopt a resolution increasing the number of ABC Board members from three to five to achieve better geographic distribution, creating two additional vacancies.**

**Application(s) on file:** (Attachment #6.B.)  
 Wilfred "Chip" Chagnon  
 Carol Crayton  
 Raymond Hemphill  
 Linda Simmons Henry  
 Barbara Whiteman

**RIVER BEND BOARD OF ADJUSTMENT (Extraterritorial Jurisdiction)**

AUTHORIZATION: NCGS 160A-362

MISSION/FUNCTION: In cases related to land use, construction, alteration and use of buildings, to conduct administrative review to hear and decide appeals , to interpret the terms of this chapter and to authorize upon appeal variances or modifications.

NUMBER OF MEMBERS:  
1

TYPE:  
Resident of River Bend's ETJ Area

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

LENGTH OF TERMS: 3 Years

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

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

Term(s) expiring: Kelly Forrest (initial appointment 2001)

**No applications on file**

**CURRENT APPOINTMENTS, Cont'd.**

**NCACC Annual Conference Voting Delegate**

The Annual Conference of the North Carolina Association of County Commissioners will be held in Guilford County August 22-25. The deadline for submitting the certification of Craven County's voting delegate is August 9. (See Attachment # 6.B.1.)

**C. UPCOMING APPOINTMENTS**

**August**

Clean Sweep Committee

Judi Lloyd (initial appointment 2010)  
Lynn Rosania (initial appointment 2010)

**September**

Juvenile Crime Prevention Council

Scott Harrelson (Craven County Health Department)  
Lillie Hayes (Deceased)  
Robert Keeter (Initial Appointment 2006)  
Jennifer Knight (initial appointment 2001)  
Tony Lee (initial appointment 2011)  
Mary Mallard (initial appointment 2006)  
Carol Mattocks (initial appointment 2001)  
Rudy Riggs (Sheriff's Department designee)  
Sherri Riggs (County Manager's designee)  
Jackie Smith (District Attorney's designee)  
Cheryl Spencer (assumed Wadell unexpired term)  
Hollyanne Trombley (initial appointment 2009)  
Nancy Wells (ECBH)

Agenda Date: July 1, 2013

Presenter: Jim Hicks

Agenda Item No. 7

## **COUNTY ATTORNEY'S REPORT**

Agenda Date: July 1, 2013

Presenter: Jack Veit

Agenda Item No. 8

## **COUNTY MANAGER'S REPORT**

Agenda Date: July 1, 2013

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

Agenda Item No. 9

## **COMMISSIONERS' REPORTS**

Agenda Date: July 1, 2013

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

Agenda Item No. 10

### **CLOSED SESSION**

The Board will be requested to go into closed session pursuant to NCGS 143-318.11(a)(4) to discuss a matter of industry expansion.

**Board Action: Motion to go into closed session.**