

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, AUGUST 5, 2013
7:00 P.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE MINUTES OF JULY 15, 2013 REGULAR SESSION, JULY 15, 2013, APRIL 15, 2013, APRIL 25, 2013 RECONVENED SESSIONS AND JANUARY 8, 2013 SPECIAL SESSIONS

1. PETITIONS OF CITIZENS
 - A. Hal James
 - B. Nancy Masters-Pils
 - C. Ray Griffin

DEPARTMENTAL MATTERS

2. TAX: RELEASES AND REFUNDS: Glenn Jones, Chief Tax Appraiser
3. PLANNING
 - A. Request to Adopt Language Access Plan
 - B. FY 12 CDBG Infrastructure Project – Engineering Award
 - C. FY 12 CDBG Scattered Site Program – Awards
 - D. Request to Adopt CDBG FY 12 Infrastructure Grant Budget Amendment and Ordinance
 - E. Subdivisions for Approval
4. BUDGET AMENDMENTS: Rick Hemphill, Assistant County Manager
Finance/Administration
5. EMERGENCY SERVICES: 911 RADIO – CONSOLE EQUIPMENT PURCHASE APPROVAL: Stanley Kite, Emergency Services Director
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

Presenters: Hal James, Nancy Masters-Pils, Ray Griffin
Agenda Item No. 1
Board Action Required: No

PETITIONS OF CITIZENS

A. HAL JAMES

Mr. James will speak about North Carolina Eastern Region.

B. NANCY MASTERS-PILS

Ms. Masters-Pils wishes to discuss Animal Control matters.

C. RAY GRIFFIN

Mr. Griffin wishes to address the Board concerning prayer.

Board Action: Receive information

Presenter: _____ Glenn Jones _____
Agenda Item No. _____ 2 _____
Board Action Required: _____ Yes _____

DEPARTMENTAL MATTERS: TAX RELEASES AND REFUNDS

Chief Tax Appraiser, Glenn Jones, will present the routine requests for tax releases and refunds contained in Attachment #2 for the Board's approval.

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

Presenter: _____ Don Baumgardner _____
Agenda Item No. _____ 3 _____
Board Action Required: _____ Yes _____

DEPARTMENTAL MATTERS: PLANNING

A. REQUEST TO ADOPT LANGUAGE ACCESS PLAN

The Planning Department requests that the Board of Commissioners adopt an updated Language Access Plan (LEP) and Resolution. The Language Access Plan (LEP) has been updated by the State of North Carolina and is required to be adopted in its entirety for the county to be eligible to receive FY12 CDBG grant funds. (See Attachment #3.A)

Board Action: Request adoption of the Language Access Plan (LEP) and Resolution and authorize the Chairman to sign.

B. FY 12 CDBG INFRASTRUCTURE PROJECT – ENGINEERING AWARD

A Request for Proposals for Engineering Services for the County's FY12 CDBG Infrastructure Program was advertised in the Sun Journal and mailed to regional contractors on July 7, 2013. Eight proposals were received by the July 22nd deadline: Withers & Ravenel, the Adams Company, Avolis Engineering, Lamm Engineering Services, Robert M. Chiles, Quible & Associates, Thomas Engineering and CT Clayton.

Upon analyzing and ranking the eight proposals in accordance with the criteria detailed in the RFP, the program administrator and Planning staff feel that all the firms are similarly qualified to perform the CDBG Public Works Activities; however Avolis Engineering scored highest in total points. Attachment #3.B is a summary of the rating process. Based on these factors, we recommend award of the Engineering Services Contract to Avolis Engineering.

Board Action: Request the Board of Commissioners to award the Engineering Contract to Avolis Engineering, P.A. for engineering services for the FY12 CDBG Infrastructure Project.

C. FY 12 CDBG SCATTERED SITE PROGRAM – AWARDS

Legal

A Request for Proposals for Legal Services for the County's FY12 CDBG Scattered Site Housing Program was advertised in the Sun Journal and mailed out to regional firms on July 9, 2013. Two proposals were received by the July 22nd deadline: Sumrell Sugg and Stricklin Law Firm. Although both firms appear capable of providing legal services related to grant-based housing programs, Sumrell Sugg has successfully assisted Craven County with several of their CDBG programs. In addition, their fee proposal of \$400 per title opinion and \$200 per hour for legal services is the more cost-effective. Therefore, the Planning staff recommends award of the FY12 CDBG Scattered Site Housing Legal Services Contract to Sumrell Sugg.

Board Action: Request the Board of Commissioners to award Legal Services to Sumrell Sugg for the FY12 CDBG Scattered Site Housing Program.

Surveying

A Request for Proposals for Surveying Services for the County's FY12 CDBG Scattered Site Housing Program was advertised in the Sun Journal and mailed out to regional firms on July 9, 2013. Two proposals were received by the July 22nd deadline: Robert M. Chiles and Gaskins Land Surveying.

Both surveyors that submitted proposals possess the experience and knowledge needed to complete the surveys required for the county's program. The most cost-effective rates were submitted by Gaskins Land Surveying at \$95 per hour for main surveyor and \$60 per hour for drafting.

Based on these factors, the Planning staff recommends award of the FY12 CDBG Scattered Site Housing Surveying Services Contract to Gaskins Land Surveying.

Board Action: Request the Board of Commissioners to award Surveying Services to Gaskins Land Surveying for the FY12 CDBG Scattered Site Housing Program.

Asbestos Inspection

A Request for Proposals for Asbestos Inspection Services for the County's FY12 CDBG Scattered Site Housing Program was advertised in the Sun Journal and mailed out to regional firms on July 9, 2013. Two proposals were received by the July 22nd deadline: Enviro Assessments East, Inc. and WF Bulow Inspections.

Both inspection firms that submitted proposals possess the experience and state certification needed to complete the inspection required for the county's program; however, the most cost-effective rates were submitted by Enviro Assessments at \$150 per unit inspection fee plus an additional per sample fee of \$12.00. The total cost per unit would be \$270 based on taking 10 samples (standard).

Based on these factors, the Planning staff recommends award of the FY12 CDBG Scattered Site Housing Asbestos Inspection Services Contract to Enviro Assessments East, Inc.

Board Action: Request the Board of Commissioners to award Asbestos Inspection Services to Enviro Assessments East, Inc. for the FY12 CDBG Scattered Site Housing Program.

D. REQUEST TO ADOPT CDBG FY 12 INFRASTRUCTURE GRANT BUDGET AMENDMENT AND ORDINANCE

In order to move forward with the CDBG Infrastructure Program the Board of Commissioners will need to adopt a Budget Amendment, Budget Ordinance and a Financial Management Resolution, as contained in Attachment #3.D, for the CDBG FY12 Infrastructure Project.

Board Action: Request adoption of the Budget Amendment, Budget Ordinance and Financial Management Resolution and authorize the Chairman to sign. A roll call vote will be needed to approve the budget amendment and ordinance.

E. SUBDIVISIONS FOR APPROVAL

The Planning Board met on July 25, 2013 and recommended the following subdivisions for approval:

William G. Sumner – Final

- Property is owned by William G. Sumner and surveyed by Roy Smith, Southern Boundaries
- Property is located within Twp 9 off of Turkey Quarter Creek Rd. (SR 1445)
- Parcel ID 9-042-074
- Subdivision contains 1 lot on 4.36 Acres
- Lot proposed to be served by county water and an existing individual septic system

Gary Buckner - Final

- Property is owned by Edward and Roderick Whitford and surveyed by Johnny J. Williams Land Surveying, P.C.
- Property is located within Twp 2, off of Old Vanceboro Road (SR 1616)
- Parcel ID 2-034-082
- Subdivision contains 1 lot on 1.00 Acre
- Lot proposed to be served by First Craven Sanitary District and individual septic system

Henry S. & Kathleen R. Yoder 1 - Final

- Property is owned by Donna S. Loftin and surveyed by Gaskins Land Surveying, P.A.
- Property is located within Twp 1, off of Honolulu Road (SR 1458)
- Parcel ID 1-071-005
- Subdivision contains 1 lot on 1.00 Acre
- Lot is served by County Water and an existing individual septic system

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

Presenter: _____ Rick Hemphill _____
Agenda Item No. _____ 4 _____
Board Action Required: _____ Yes _____

DEPARTMENTAL MATTERS: BUDGET AMENDMENTS

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

Amendments:

Recreation – Budget a donation of \$500 from Loyal Osterlund. This donation is for the purchase of a memorial bench to be located at the Latham-Whitehurst Nature Park.

Cooperative Extension/EFNEP– A \$ 6,000 grant was received from CarolinaEast Foundation in fiscal year 2012. These funds are used to provide supplies for the Expanded Food and Nutrition Education Program (EFNEP). As of June 30, 2013, \$1,454 remained unspent. Need to carry over this balance for use in fiscal year 2014.

Cooperative Extension/SHIP – Senior Health Insurance Information Program had \$ 6,989 available to spend in fiscal year 2013. Of the available funds, \$ 1,680 remained unspent on June 30, 2013. Those funds need to be carried over and budgeted for fiscal year 2014.

Cooperative Extension/Clean Sweep – In April 2013, cooperative extension received a \$500 check from Keep NC Beautiful. These funds were for the Clean Sweep program. A budget amendment was not done at that time to allow for its use. These funds need to be carried over and budgeted for use by the Clean Sweep program in FY '14.

Court Facilities – Need to budget necessary funds to maintain the structure formerly used by Probation & Parole. This Broad Street building needs repairs to roof costing \$14,350 and the side entrance costing \$2,500.

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

Presenter: _____ Stanley Kite _____
Agenda Item No. _____ 5 _____
Board Action Required: _____ Yes _____

DEPARTMENTAL MATTERS: EMERGENCY SERVICES - 911 RADIO CONSOLE EQUIPMENT PURCHASE APPROVAL

Emergency Services Director, Stanley Kite, will appear before the Commissioners to request permission to purchase the proposed MCC 5500 Console Equipment from Motorola. He would like to purchase the equipment based on the conditions outlined in NC General Statutes G.S. 143-129(e) that allow the purchase when standardization or compatibility is the overriding consideration. The department is currently using a Motorola Gold Elite Console with Control stations for the telecommunicators to operate the radio equipment for dispatching emergency calls to police fire and emergency medical units. The existing equipment that is currently in use will be moved to the Judicial Center to serve as a backup to the primary 911 Center at a later date. This would make it essential that the equipment be compatible at each location. Mr. Kite feels the purchase will ensure compatibility with existing radio equipment technology and provide standardization for staff regarding training functionality and programming. The proposed purchase price for the 5 console positions and necessary electronics bank for connectivity is priced at \$256,305.00. Attachment #5 is a description of the equipment for your review.

Board Action: Approve purchase of MCC 5500 Console Equipment, as recommended by the EMS Director

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):

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: Gertha Williams (Deceased)

No applications on file.

B. CURRENT APPOINTMENTS

CRAVEN COUNTY CLEAN SWEEP COMMITTEE

AUTHORIZATION: Bylaws

MISSION/FUNCTION: To eliminate littering and promote recycling through education and ordinance enforcement.

NUMBER OF MEMBERS:

25

TYPE:

Civic, neighborhood, municipal, industrial business, schools

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

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: 3rd Wednesday of the months of March, June, September and December

COMPENSATION: No Yes Specify: _____

Terms ending: Judi Lloyd (initial appointment 2010)
Lynn Rosania (initial appointment 2010)

*Tom Glasgow indicated that they have been active and he would like to have them back.

EMERGENCY MEDICAL SERVICES ADVISORY COUNCIL

AUTHORIZATION: _____

MISSION/FUNCTION: Functions as a technical committee of the Board of Commissioners to develop and recommend for approval by the Board of Commissioners standards of care, policies, procedures and actions which will maintain and improve the quality of Emergency Medical Services for Craven County residents.

NUMBER OF MEMBERS:

28

TYPE:

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

1) Craven County Manager, or designee; 2) Director of Emergency Services; 3) representative from each EMS provider; 4) representative from each authorized First Responder provider; 5) hospital president or designee; 6) County Medical Director; 7) physician nominated by Craven County Medical Society; 8) representative from Communications division; 9) representative nominated by Craven County Firemen's Association; 10) hospital emergency room supervisor; 11) non-provider affiliated citizen; 12) Community College Dean of Continuing Education; 13) representative nominated by Craven County Law Enforcement Association; 14) representative from Naval Hospital at Cherry Point;; 15) ad hoc members to include ECCOG, EMS Director, NCOEMS, and Executive Director of the American Red Cross

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: Bi-monthly

COMPENSATION: No X Yes Specify: _____

New position: Representative from Vidant Air Medical (Formerly EastCare); helicopter will now be located at CarolinaEast

Application on file: David Short (Attachment # 6.B.)

C. UPCOMING APPOINTMENTS

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)

October

Firemen's Relief Fund Anthony Elliott, Twp. 6 (initial appointment 2011)

Industrial Facilities Pollution Control Financing Authority Gary Essex (initial appointment 2001)

Presenter: _____ Jim Hicks _____
Agenda Item No. _____ 7 _____

COUNTY ATTORNEY'S REPORT

Presenter: _____ Jack Veit _____
Agenda Item No. _____ 8 _____

COUNTY MANAGER'S REPORT

Presenter: _____
Agenda Item No. 9

COMMISSIONERS' REPORTS