

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, OCTOBER 21, 2013
8:30 A.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

APPROVE MINUTES OF OCTOBER 7, 2013 REGULAR SESSION

1. CARTS PUBLIC HEARING

DEPARTMENTAL MATTERS

2. ELECTIONS: BUDGET AMENDMENT – Melonie Wray, Elections Director

3. TAX: RELEASES & REFUNDS – Ronnie Antry, Tax Administrator

4. EMERGENCY SERVICES: FT. BARNWELL FRANCHISE MODIFICATION REQUEST – Stanley Kite, EMS Director

5. HEALTH: BUDGET AMENDMENT – Scott Harrelson, Health Director

6. DSS: UPDATE ON GOVERNMENT SHUTDOWN – Kent Flowers, Social Services Director

7. PLANNING: FY 12 CDBG – SS HOUSING CONTRACTOR AWARDS – Chip Bartlett, Holland Consulting Planners

8. FACILITIES: EOC PROJECT UPDATE – Gene Hodges, Assistant County Manager, Facilities/Operations

9. APPOINTMENTS

A. Pending

B. Upcoming

10. COUNTY ATTORNEY'S REPORT: Jim Hicks

11. COUNTY MANAGER'S REPORT: Jack Veit

12. COMMISSIONERS' REPORTS

RECESS TO WORK SESSION

Agenda Date: October 21, 2013

Presenter: _____

Agenda Item No. 1

Board Action Required: Yes

CARTS PUBLIC HEARING

A public hearing was advertised to receive public comment on the 5311 Community Transportation Program (CTP) application. (See Attachment #1)

Board Action: Receive public comment and consider approval of grant application.

Agenda Date: October 21, 2013

Presenter: Melonie Wray

Agenda Item No. 2

Board Action Required: Yes

ELECTIONS: BUDGET AMENDMENT

Attachment #2 is a budget amendment requested by Elections to cover required mailing to voters relative to the new Commissioners' districts. All affected voters need to be mailed voter cards before the filing for Commissioners' seats in February 2014.

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

Agenda Date: October 21, 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 tax releases and refunds.

Agenda Date: October 21, 2013

Presenter: Stanley Kite

Agenda Item No. 4

Board Action Required: Yes

**EMERGENCY SERVICES: FT. BARNWELL FRANCHISE MODIFICATION
REQUEST**

Attachment #4 is an application from Ft. Barnwell to operate at the EMT I Level of care. They would like to start providing EMT I Level of care beginning January 1, 2014. This would bring the last Basic Life Support Provider to an Advanced Life Support Provider, and would necessitate modifying the EMS System Plan. The EMS Advisory Council and Medical Director have already endorsed the request. Minutes of the EMS Advisory Council are also included in the attachment.

Board Action: Consider approval of request.

Agenda Date: October 21, 2013

Presenter: Scott Harrelson

Agenda Item No. 5

Board Action Required: Yes

HEALTH: BUDGET AMENDMENT

Health Director, Scott Harrelson, will request a budget amendment for Craven County's 50% share of the cost of utilizing Strategic Emergency Management (SEM) in partnership with Wayne County. SEM will serve as Bioterrorism Coordinator for the two counties. The budget amendment can be seen in Attachment #5 along with a copy of the agreement.

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

Agenda Date: October 21, 2013

Presenter: Kent Flowers

Agenda Item No. 6

Board Action Required: No

DSS UPDATE ON GOVERNMENT SHUTDOWN

DSS Director, Kent Flowers, will update the Board on the status of the department's programs in the wake of the federal government shutdown.

Board Action: Receive information

Agenda Date: October 21, 2013

Presenter: Chip Bartlett

Agenda Item No. 7

Board Action Required: Yes

PLANNING: FY12 CDBG – SS HOUSING CONTRACTOR AWARDS

A contractor's meeting related to the County's current CDBG housing project was held on October 3rd. The bid package that was sent out at that time included all three (3) homes that are proposed to receive improvements under the grant application.

The actual bid opening for this project will be held on October 17, 2013.

Contract bid results and award recommendations for this work will be presented by the Program Administrator, Chip Bartlett of Holland Consulting Planners during the Commissioner's Meeting.

Board Action: Vote to approve contractor awards.

Agenda Date: October 21, 2013

Presenter: Gene Hodges

Agenda Item No. 8

Board Action Required: No

FACILITIES: EOC PROJECT UPDATE

The construction of the EOC-911 Center is progressing. Assistant County Manager Gene Hodges will provide a presentation to the Board regarding the status and timeline for completion of this project.

Board Action: Receive the information provided.

Agenda Date: October 21, 2013

Presenter: _____

Agenda Item No. 9

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):

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 X Yes Specify: _____

Term(s) ending: Ralph Roeland - #6 (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:
Dictated 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.

JUVENILE CRIME PREVENTION COUNCIL (JCPC)

AUTHORIZATION: N.C.G.S. 147-33.66

MISSION/FUNCTION: To assess the needs of juveniles in the community, evaluate the adequacy of resources available and develop or propose ways to address unmet needs.

NUMBER OF MEMBERS:
25 (maximum)

TYPE:
From among the following categories, or in some instances, the designees of the specified position: school superintendent, chief of police, sheriff, district attorney, chief court counselor, area mental health director, social services director, county manager, substance abuse professional, member of faith community, county commissioner, person under the age of 21, juvenile defense attorney, chief district court judge, member of the business community, local health director, non-profit representative, parks and recreation representative, up to seven additional members appointed by the Board of Commissioners

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

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: 2nd Monday of the month 12:30 p.m.

COMPENSATION: No Yes Specify: _____

Terms ending: Lillie Hayes (Deceased)
Carol Mattocks (initial appointment 2001)
Alvin Burney (Deceased)

No applications on file

JURY COMMISSION

AUTHORIZATION: NCGS Chapter 9-1

MISSION/FUNCTION: Selects list of suitable citizens from among those eligible to serve as jurors for a term of court

NUMBER OF MEMBERS:

1
1
1

TYPE:

(Appointed by County Commissioners)
(Appointed by Sr. Resident Superior Court Judge)
(Appointed by Clerk of Superior Court)

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

Must be qualified voter of Craven County

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE:

COMPENSATION: No Yes Specify:

Term(s) ending: George Griffin (initial appointment 1999)

Application(s) on file: George Griffin (Attachment # 11.B.)

*** Clerk of Court, Terri Sharp, has indicated that the appointment of Jury Commissioner is time sensitive. The Commissioners typically meet in October to begin selecting eligible citizens to serve. December 1 is the deadline for submission of the report to the state, with the Thanksgiving holidays intervening.**

B. UPCOMING APPOINTMENTS

November – None

December

Health

David Baxter, Optometrist (initial appointment 2011)
Si Seymour (initial appointment 2011)
David Stevick, Engineer (initial appointment 2007)
Robert Whitley, Dentist (initial appointment 2004)

Firemen's Relief Fund

Daniel Murphy, West New Bern (initial appointment 2011)

JCPC

Joel Grimm (initial appointment 1996)
Toussaint Summers, N.B. Police (initial appointment 2011)

Havelock Library

Lossie Carter (initial appointment 1996)
Joanna Wishon (initial appointment 2008)
Jennettia Drake (initial appointment 2011)

Agenda Date: October 21, 2013

Presenter: Jim Hicks

Agenda Item No. 10

Board Action Required: Yes

COUNTY ATTORNEY'S REPORT

A. FINAL APPROVAL – OFFER TO PURCHASE REAL PROPERTY
(Parcel No. 3-035-124)

The County previously received a tentative offer to acquire this property from Mr. Mitchell for the sum of \$3,000. The Board accepted the tentative offer, and it was advertised for upset bids. No upset bids were received. The proposed deed is attached hereto.

Board Action: It is recommended that the Board approve the final sale to Mr. Mitchell for the sum of \$3,000.

B. FINAL APPROVAL- OFFER TO PURCHASE REAL PROPERTY
(Parcel No. 8-015-116)

The County and City of New Bern previously received a tentative offer to acquire this property from Mr. Cantlow for the sum of \$2,000. The Board accepted the tentative offer, and it was advertised for upset bids. No upset bids were received. The proposed deed is attached hereto.

Board Action: It is recommended that the Board approve the final sale to Mr. Cantlow for the sum of \$2,000.

C. FINAL APPROVAL- OFFER TO PURCHASE REAL PROPERTY
(Parcel No. 8-015-117)

The County and City of New Bern previously received a tentative offer to acquire this property from Mr. and Ms. Simmons for the sum of \$1,500. The Board accepted the tentative offer, and it was advertised for upset bids. No upset bids were received. The proposed deed is attached hereto.

Board Action: It is recommended that the Board approve the final sale to Mr. and Ms. Simmons for the sum of \$1,500.

D. FINAL APPROVAL – OFFER TO PURCHASE REAL PROPERTY
(Parcel No. 8-015-118)

The County and City of New Bern previously received a tentative offer to acquire this property from Mr. Grist for the sum of \$2,000. The Board accepted the tentative offer, and it was advertised for upset bids. No upset bids were received. The proposed deed is attached hereto.

Board Action: It is recommended that the Board approve the final sale to Mr. Grist for the sum of \$2,000.

Agenda Date: October 21, 2013

Presenter: Jack Veit

Agenda Item No. 11

COUNTY MANAGER'S REPORT

Agenda Date: October 21, 2013

Presenter: _____

Agenda Item No. 12

COMMISSIONERS' REPORTS