

**AGENDA  
CRAVEN COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
MONDAY, DECEMBER 16, 2013  
8:30 A.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

APPROVE MINUTES OF DECEMBER 2, 2013 REGULAR SESSION

CHAIRMAN'S PRIVILEGE

1. ANNUAL AUDIT REPORT: Lou Cannon, McGladrey, LLP

**DEPARTMENTAL MATTERS**

2. TAX – RELEASES AND REFUNDS: Ronnie Antry, Tax Administrator

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

4. WATER WRITE-OFFS: Rusty Hayes, Water Superintendent

5. PLANNING – TALL STRUCTURES FOR APPROVAL: Don Baumgardner,  
Planning 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

Agenda Date: December 16, 2013

Presenter: Lou Cannon

Agenda Item No. 1

Board Action Required: No

## **ANNUAL AUDIT REPORT**

The annual audit report for fiscal year ended June 30, 2013 will be presented by Lou Cannon of McGladrey, LLP. The document has been submitted to the Board in advance for review.

**Board Action: Receive information**

Agenda Date: December 16, 2013

Presenter: Ronnie Antry

Agenda Item No. 2

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 #2 for the Board's approval.

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

Agenda Date: December 16, 2013

Presenter: Scott Harrelson

Agenda Item No. 3

Board Action Required: Yes

**DEPARTMENTAL MATTERS: HEALTH – BUDGET AMENDMENT**

Craven County Health Director, Scott Harrelson, will present the budget amendment shown in Attachment #3 for the Board's approval.

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

Agenda Date: December 16, 2013

Presenter: Rusty Hayes

Agenda Item No. 4

Board Action Required: Yes

**DEPARTMENTAL MATTERS: WATER – WRITE-OFFS**

Water Superintendent, Rusty Hayes, will be asking the Board to approve the list of write offs, shown as Attachment #4, for uncollected debts of under \$50.00 for the Craven County Water Department for calendar year 2012/2013. This will allow placement of the unpaid debt into a separate folder for ongoing attempts to collect unpaid balances.

**Board Action: A roll call vote will be needed to release the charges.**

Agenda Date: December 16, 2013

Presenter: Don Baumgardner

Agenda Item No. 5

Board Action Required: Yes

## **DEPARTMENTAL MATTERS: PLANNING – TALL STRUCTURES FOR APPROVAL**

The Planning Board has recommended the following cell towers for approval. Approval by the Commissioners is required before issuance of construction permits.

**A. Applicant: American Tower, LLC.**

Location: 1005 Aurora Rd.

Project Description: Wireless Communications Facility

Tower Type: 308' Guyed tower with equipment shelter and generator

Tower Review Assessments:

- Seymour Johnson AFB: No significant impact to their airspace or Military Training Routes
- MCAS Cherry Point: No impact or concerns with the proposal
- Coastal Carolina Airport: No significant impact to the airport operations
- Planning Staff: Tower meets all ordinance requirements for approval

**B. Applicant: American Tower, LLC.**

Location: 126 Darrell Wood Rd.

Project Description: Wireless Communications Facility

Tower Type: 308' Guyed tower with equipment shelter and generator

Tower Review Assessments:

- Seymour Johnson AFB: No significant impact to their airspace or Military Training Routes
- MCAS Cherry Point: No impact or concerns with the proposal
- Coastal Carolina Airport: No significant impact to the airport operations
- Planning Staff: Tower meets all ordinance requirements for approval

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

Agenda Date: December 16, 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):**

**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.**

### **Appointments of Commissioners for 2014**

At the last meeting Commissioners' appointments were deferred. Following is the list of boards and committees that Commissioners served on in 2013.

#### *Required Boards:*

Tourism Development Authority	(Tyson)
Eastern Carolina Behavioral Health	(Dacey)
Criminal Justice Advisory Board	(Sampson)
Craven County Health Board	(Allen)
East Carolina Workforce Development Board	(Taylor)
New Bern Craven County Library Board	(Dacey)
Military Civilian Community Council	(Taylor)
Aging Planning Board	(Dacey)
Kellenberger Foundation	(Dacey)
Tryon Palace Commission	(Dacey)
Juvenile Crime Prevention Council	(Sampson)
Smart Start	(Mark)
ECCOG	(Tyson)
Down East RPO	(Sampson)
Swiss Bear	(Tyson)

#### *Other Boards upon which Commissioners serve:*

CRSWMA (Voting Member)	(Mark)
Economic Development Strategic Work Group	(Taylor)
Local Emergency Planning Committee	(McCabe)
Cove City Library Board	(Taylor)
Havelock City Library Board	(McCabe)
Vanceboro Library Board	(Mark)
Craven Pamlico Transportation Committee	(Allen)
*Military Growth Task Force	(McCabe)
Highway 70 Corridor Committee	(Mark)
Partners in Education (PIE)	(Taylor)
Craven-Pamlico-Carteret Regional Library	(Dacey)
Highway 17 Association	(Mark)
ACT	(Dacey)

\* Dissolved

**HAVELOCK-CRAVEN COUNTY LIBRARY BOARD**

AUTHORIZATION: Bylaws

MISSION/FUNCTION: To promote and serve the best interests of the library by means of formulating the program of service in conjunction with the Craven-Pamlico-Carteret Regional Director of Library Services, by determining the local policy of the library, securing adequate funds, employing a librarian; and by establishing and supporting a planned program of public relations, and becoming familiar with state and local library laws.

NUMBER OF MEMBERS:

4  
4

TYPE:

City of Havelock  
County

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

Interested citizens

LENGTH OF TERMS: 6 Years

MEETING SCHEDULE: Fourth Tuesday of January, April, July and October at 5:00 p.m.

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

**Term(s) ending:**

Lossie Carter (initial appointment 1996)  
Joanna Wishon (initial appointment 2008)

**No applications on file.**

**B. CURRENT APPOINTMENTS**

**NEW BERN-CRAVEN COUNTY PUBLIC LIBRARY**

AUTHORIZATION: Bylaws and NCGS 153-250.4

MISSION/FUNCTION: To determine policy of the library, advise in preparation of the budget, approve the budget, study relevant legislation, provide adequate facilities.

NUMBER OF MEMBERS: \_\_\_\_\_

10

\_\_\_\_\_

TYPE:

5 County Appointees

5 City Appointees

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

LENGTH OF TERMS: 6 Years

MEETING SCHEDULE: 7:30 p.m. 1<sup>st</sup> Tuesday of alternate months February, April, June, August, October and December)

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

**Term(s) ending:** Kyna Herzinger (resigned)

**No applications on file**

## **C. UPCOMING APPOINTMENTS**

**January** – None

**February** – Farmers Market Board: Larry Ipock (2006)

Agenda Date: December 16, 2013

Presenter: Jim Hicks

Agenda Item No. 7

## **COUNTY ATTORNEY'S REPORT**

Agenda Date: December 16, 2013

Presenter: Jack Veit

Agenda Item No. 8

## **COUNTY MANAGER'S REPORT**

Agenda Date: December 16, 2013

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

Agenda Item No. 9

## **COMMISSIONERS' REPORTS**