

**AGENDA  
CRAVEN COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
TUESDAY JANUARY 21, 2014  
8:30 A.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

APPROVE MINUTES OF JANUARY 6, 2014 REGULAR SESSION

1. COASTAL COMMUNITY ACTION COMMUNITY SERVICES BLOCK GRANT REVIEW: Sandy Rugger, Family and Community Partnership Specialist

**DEPARTMENTAL MATTERS**

2. TAX – RELEASES AND REFUNDS: Ronnie Antry, Tax Administrator
3. HUMAN RESOURCES – SALARY RESOLUTION: Amber Parker, Human Resources Director
4. RECREATION & PARKS – UPDATE ON SURVEY FOR MASTER PLAN: Eddie Games, Recreation Director
5. PLANNING – REQUEST TO SET PUBLIC HEARING: Don Baumgardner, Planning Director
6. FINANCE – BUDGET AMENDMENT: Rick Hemphill, Assistant County Manager of Finance/Administration
7. APPOINTMENTS
  - A. Pending
  - B. Upcoming
8. COUNTY ATTORNEY'S REPORT: Jim Hicks
9. COUNTY MANAGER'S REPORT: Jack Veit
10. COMMISSIONERS' REPORTS\

Agenda Date: January 21, 2014

Presenter: Sandy Rugger

Agenda Item No. 1

Board Action Required: No

## **COASTAL COMMUNITY ACTION COMMUNITY SERVICES BLOCK GRANT REVIEW**

The proposed FY 2014-2015 Community Services Block Grant (CSBG) Application for Coastal Community Action was sent to the Board of Commissioners electronically for review and comment on December 23, 2013. In addition, a hard copy was made available in the Commissioners' office soon thereafter for Commissioners and public viewing. The agency is required to present the application at a meeting of the Board of Commissioners.

Attachment #1 contains the Executive Summary for the Community Services Block Grant (CSBG) Application for 2014-2015.

**Board Action: Receive Information**

Agenda Date: January 21, 2014

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: January 21, 2014

Presenter: Amber Parker

Agenda Item No. 3

Board Action Required: Yes

**DEPARTMENTAL MATTERS: HUMAN RESOURCES – SALARY RESOLUTION**

As authorized by North Carolina General Statute 153A-92, the Craven County Board of Commissioners may adjust salaries, allowances and other compensation for the Sheriff and Register of Deeds positions. The Board of Commissioners must give notice of intention for adjustment no later than fourteen (14) days before the last day for filing notice of candidacy for the office. Election for the Sheriff is during the 2014 election. The last day for filing for the 2014 election for Craven County Sheriff is February 28, 2014. The fourteen (14) day requirement is February 14, 2014. Following the election and after the successful candidate takes office, the Commissioners retain the right to adjust the minimum starting salary upward in accordance with the years of related experience held by the successful candidate.

The proposed starting salary for the Sheriff position is \$71,890. Attachment #3 is a draft resolution with the proposed notice of adjustment in salary for the elected office of Craven County Sheriff

The County Manager recommends the Board adopt the attached Resolution.

**Board Action: Consider resolution for adoption. A motion to approve the recommendation is the “resolution”.**

Agenda Date: January 21, 2014

Presenter: Eddie Games

Agenda Item No. 4

Board Action Required: No

**DEPARTMENTAL MATTERS: RECREATION & PARKS – UPDATE ON SURVEY FOR  
MASTER PLAN**

Recreation and Parks Director, Eddie Games, has requested to come before the Board to report on the progress of updating the recreation master plan.

**Board Action: Receive information**

Agenda Date: January 21, 2014

Presenter: Don Baumgardner

Agenda Item No. 5

Board Action Required: Yes

**DEPARTMENTAL MATTERS: PLANNING – REQUEST TO SET PUBLIC HEARING**

Planning Director, Don Baumgardner, will request that the Craven County Board of Commissioners set a public hearing for February 17, 2014 at 8:30 am. The purpose of the public hearing is to receive public input regarding proposed changes to the Craven County Inspection fee schedule for solar permits.

The Inspection Department currently has a fee for solar panels which is \$400.00 plus \$5.00 per panel for residential and \$500.00 minimum fee or \$5.00 per panel whichever is greater for commercial. After reviewing the established fees it has come to our attention that the fees may be excessive based on the scope of the inspection involved. We currently have a solar farm request for approximately 22,567 panels (\$112,835.00).

Planning staff will present a recommendation for the fee change at the February 17<sup>th</sup> public hearing.

**Board Action: Set a public hearing for the February 17<sup>th</sup> 8:30 AM Commissioners' meeting.**

Agenda Date: January 21, 2014

Presenter: Rick Hemphill

Agenda Item No. 6

Board Action Required: Yes

**DEPARTMENTAL MATTERS: FINANCE – BUDGET AMENDMENT**

Assistant County Manager of Finance/Administration, Rick Hemphill, will present the budget amendment contained in Attachment #6 for the Board's approval.

**Amendments:** Cooperative Extension/EFNEP– Cooperative Extension recently received a \$100 donation to be used in the Expanded Food and Nutrition Education Program (EFNEP). These funds are designated to purchase hand sanitizer for students of the EFNEP program.

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

Agenda Date: January 21, 2014

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

Agenda Item No. 7

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):**

**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.)

**Application on file:** Mystré Van Horn (Attachment # 7.A.)

**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.

<b>NUMBER OF MEMBERS:</b>	<b>TYPE:</b>
<u>10</u>	<u>5 County Appointees</u>
<u>      </u>	<u>5 City Appointees</u>

**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)

**Application on file:** Robert Shields (Attachment #7..A.1.)

## **B. UPCOMING APPOINTMENTS**

**February** – Farmers Market Board: Larry Ipock (2006)  
Craven Aging Planning Board: Dora Irving Jones (2010)  
Regional Aging Advisory Committee (See Attachment # 7.B.)

**March** - Craven Aging Planning Board: Dean Roberts (2012)  
Fire Tax Commissioner District 5: Bobby Broadie (2012)  
Nursing Home Advisory Committee: Alvia Hearren (1991)

Agenda Date: January 21, 2014

Presenter: Jim Hicks

Agenda Item No. 8

## **COUNTY ATTORNEY'S REPORT**

Agenda Date: January 21, 2014

Presenter: Jack Veit

Agenda Item No. 9

## COUNTY MANAGER'S REPORT

Agenda Date: January 21, 2014

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

Agenda Item No. 10

## **COMMISSIONERS' REPORTS**

**Recess to convene in work session**

**CRAVEN COUNTY BOARD OF COMMISSIONERS  
WORK SESSION  
TUESDAY, JANUARY 21, 2014**

1. REVIEW OF COMMISSIONERS' BYLAWS: The Board directed staff, along with the County Attorney, to review the Board's bylaws to identify potential updates that may be needed. Each Commissioner was also asked to review them in preparation for the discussion at the work session.
  
2. ECONOMIC DEVELOPMENT: The Board will discuss the structure of Craven County's economic development initiative.