

**AGENDA  
CRAVEN COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
MONDAY FEBRUARY 3, 2014  
7:00 P.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

APPROVE MINUTES OF JANUARY 21, 2014 REGULAR SESSION

1. PETITIONS OF CITIZENS
  - A. Ray Griffin
  - B. Hal James
  
2. REQUEST FOR CAREER AND TECHNICAL EDUCATION MONTH  
PROCLAMATION: Chris Baily, Career and Technical Education Director and Dr. Lane Mills, Superintendent, Craven County Schools

**DEPARTMENTAL MATTERS**

3. TAX – RELEASES AND REFUNDS: Ronnie Antry, Tax Administrator
  
4. PLANNING: Don Baumgardner, Planning Director
  - A. Request to Set Public Hearing for FY 13 CDBG Funding Cycle
  - B. Request for Addition to State Maintained Secondary Road System
  - C. Tall Structure Approval
  - D. Proposed Solar Panel Fee Changes
  
5. APPOINTMENTS
  - A. Pending
  - B. Current
  - C. Upcoming
  
6. COUNTY ATTORNEY’S REPORT: Jim Hicks
  
7. COUNTY MANAGER’S REPORT: Jack Veit

8. COMMISSIONERS' REPORTS

9. CLOSED SESSION

## **PETITIONS OF CITIZENS**

A. RAY GRIFFIN

Mr. Giffin wishes to speak about government matters.

**Board Action: Receive Information**

B. HAL JAMES

Mr. James will address the Board concerning the FY 2014-2015 budget.

**Board Action: Receive information**

## **REQUEST FOR CAREER AND TECHNICAL EDUCATION MONTH PROCLAMATION**

Chris Baily, Technical Education Director and Dr. Lane Mills, Superintendent, Craven County Schools, will be requesting adoption of the Proclamation of Career and Technical Education Month, which appears as Attachment #2.

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

**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 #3 for the Board's approval.

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

## DEPARTMENTAL MATTERS: PLANNING

### A. REQUEST TO SET PUBLIC HEARING FOR FY13 CDBG FUNDING CYCLE

Craven County Planning Director, Don Baumgardner, is requesting to set a public hearing on February 17<sup>th</sup> at 8:30 a.m. to hear public comments regarding the County's intent to apply for FY2013 CDBG Infrastructure funding. The County is required to hold two public hearings. The 2<sup>nd</sup> public hearing will be held prior to submitting the full application. It is anticipated that up to \$750,000.00 for Infrastructure projects will be available.

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

### B. REQUEST FOR ADDITION TO STATE MAINTAINED SECONDARY ROAD SYSTEM

Attachment #4.B contains two (2) road addition resolutions requesting that the Board of Commissioners approve Woodcroft Court (Ph. 5), Hillsboro Drive (Ph. 5) and Brigadoon Court (Ph.3) in Hunters Ridge Subdivision be turned over to the State of North Carolina for maintenance. The resolution, once passed, will be forwarded to NCDOT for their final consideration and acceptance of the roads to the State Maintenance System.

**Board Action: A vote by the Board of Commissioners is needed to approve the standard SR2 Road Addition Resolutions.**

### C. TALL STRUCTURE APPROVAL

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

Applicant: American Tower, LLC.

Location: 5350 Adams Creek Road

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 tower is needed.**

D. PROPOSED SOLAR PANEL FEE CHANGES

At the last Board of Commissioners meeting a public hearing was set for February 17<sup>th</sup> to hear public comments regarding proposed changes to the official Planning and Inspections Department fee schedule, specifically fees for inspecting commercial solar farms. As part of the public comment process we are making the public aware of what the proposed fee maybe. The Planning staff is providing this to the Board for informational purposes.

Attachment #4.D contains solar panel fees charged by other counties. The present solar farm proposed for Craven is 6.5 megawatts.

New Fee Proposal

Minimum Permit Fee = \$500

First 200 panels = \$5 each per panel

Over 200 panels = \$1000 + \$1 each per panel

Old Fee

Minimum Permit Fee = \$500

\$500.00 (min) or \$5.00 per panel whichever is greater

**Board Action: None**

## 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.**

**B. CURRENT APPOINTMENT(S):**

**NEW BERN AREA FARMERS' MARKET BOARD**

AUTHORIZATION: Articles of Incorporation; bylaws

MISSION/FUNCTION: Corporation operates as a non-profit entity organized for the purpose of providing a central market for farmers and fisheries and to offer consumers a variety of fresh foods at one location.

NUMBER OF MEMBERS:

7 - 25

TYPE:

1 City of New Bern

1 Chamber of Commerce

1 Swiss Bear

1 County Cooperative Extension

1 Appointed by Board of Commissioners

3-20 Appointed by Directors

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

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: As needed; annual meeting in December

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

**Term ending:** Larry Ipock

**Application(s) on file:** Eileen Bress (Attachment # 5.B.)

**CRAVEN AGING PLANNING BOARD**

AUTHORIZATION: Bylaws

MISSION/FUNCTION: To provide a comprehensive assessment of the needs and opportunities associated with older adults; an achievable vision of successful aging. Craven County based programs for the support of and investment in older adults and their families, including a system of care for high-risk older adults; and policy strategies for maximizing the functional independence and quality of life of older adults and their families consonant with their wishes and desires.

NUMBER OF MEMBERS:

TYPE:

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

Representative of senior population (60+ years of age), client representative (caretaker of an older adult, employed by or volunteering for senior service provider) or representative of one of the following agencies or government entities: Craven County DSS, Craven County Health, Carolina East Medical Center, CARTS, Employment Security Commission, Neuse Center, Coastal Community Action, Legal Aid of North Carolina, Senior Tarheel Legislature, Craven County Commissioners, Craven County Manager, Council of Governments.

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: Fourth Thursday of every second month, beginning in January, at 1:30 p.m. in the Craven County Administration Building

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

**Term(s) ending:** Dora Irving Jones (Initially appointed 2010); no application on file, but willing to continue. (She was appointed before the application form was instituted.)



## **C. UPCOMING APPOINTMENTS**

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

**April** - Planning Board: Regina Crawford (2006; resigning)

**COUNTY ATTORNEY'S REPORT**

## **COUNTY MANAGER'S REPORT**

## **COMMISSIONERS' REPORTS**

## **CLOSED SESSION**

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



## REFUNDS SUBJECT TO BOARD APPROVAL ON 02/03/2014

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
BRINSON, SETH C JR & KAREN LEH SENIOR EXCLUSION ERROR CORRECTION	0064681 2013-0006555	681.07
EDWARDS, JUDY R SENIOR EXCLUSION VALUE CORRECTION	2107000 2013-0016611	33.07
THOT, SIAK DID NOT OWN 1/1/2013	0073248 2013-0091223	66.26
	3 -REFUND(S)	780.40

## CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 02/03/2014

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
AUVIL, GERALD CLARK MILITARY EXEMPTION	0090906 2012-0001476	33.85
AUVIL, GERALD CLARK MILITARY EXEMPTION	0090906 2013-0090137	26.41
CHENG, PAUL CANADIAN FLAG VESSEL NOT TAXABLE	0099447 2013-0095419	1,595.43
CHENG, PAUL CANADIAN FLAG VESSEL NOT TAXABLE	0099447 2013-0095420	1,595.43
DUNN, DONALD J NOT IN BUSINESS 1/1/2013	0041530 2013-0094724	23.82
IPOCK, JULIUS T DID NOT OWN 1/1/2013	0029385 2013-0027967	53.28
IPOCK, JULIUS T DID NOT OWN 1/1/11 - 1/1/12	0029385 2013-0094261	113.24
KILBURY, RANDY E DID NOT OWN 1/1/2013	0091961 2013-0030728	338.65
YATES, EDMOND E SR & CHRISTINE MOBILE HOME CONTINUOUSLY UNOCCUPIED SINCE 2006	8239951 2013-0061657	36.72
	9 -CREDIT MEMO(S)	3,816.83

**NORTH CAROLINA STATE DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
REQUEST FOR ADDITION TO STATE MAINTAINED SECONDARY ROAD SYSTEM**

North Carolina  
County of Craven

Road Description: Woodcroft Ct. (Approx. 560') and Hillsboro Dr. (Approx. 1,360') in  
Hunters Ridge Ph. 5

WHEREAS, the attached petition has been filed with the Board of County Commissioners of the County of Craven requesting that the above described road, the location of which has been indicated in red on the attached map, be added to the Secondary Road System; and

WHEREAS, the Board of County Commissioners is of the opinion that the above described road should be added to the Secondary Road System, if the road meets minimum standards and criteria established by the Division of Highways of the Department of Transportation for the addition of roads to the system.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of the County of Craven that the Division of Highways is hereby requested to review the above described road, and to take over the road for maintenance if it meets established standards and criteria.

**CERTIFICATE**

The foregoing resolution was duly adopted by the Board of Commissioners of the County of Craven at a meeting on the \_\_\_\_ day of \_\_\_\_\_, 2013.

WITNESS my hand and official seal on this the \_\_\_\_ day of \_\_\_\_\_, 2013.

**(Official Seal)**

\_\_\_\_\_  
Clerk to the Board of Commissioners  
County of Craven

**PLEASE NOTE:**

**Forward direct with request to the Division Engineer, Division of Highways**

Form SR-2 (3/2006)

**NORTH CAROLINA STATE DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
REQUEST FOR ADDITION TO STATE MAINTAINED SECONDARY ROAD SYSTEM**

North Carolina  
County of Craven

Road Description: Brigadoon Ct. (Approx. 95') in Hunters Ridge Ph. 3

WHEREAS, the attached petition has been filed with the Board of County Commissioners of the County of Craven requesting that the above described road, the location of which has been indicated in red on the attached map, be added to the Secondary Road System; and

WHEREAS, the Board of County Commissioners is of the opinion that the above described road should be added to the Secondary Road System, if the road meets minimum standards and criteria established by the Division of Highways of the Department of Transportation for the addition of roads to the system.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of the County of Craven that the Division of Highways is hereby requested to review the above described road, and to take over the road for maintenance if it meets established standards and criteria.

**CERTIFICATE**

The foregoing resolution was duly adopted by the Board of Commissioners of the County of Craven at a meeting on the \_\_\_\_ day of \_\_\_\_\_, 2013.

WITNESS my hand and official seal on this the \_\_\_\_ day of \_\_\_\_\_, 2013.

**(Official Seal)**

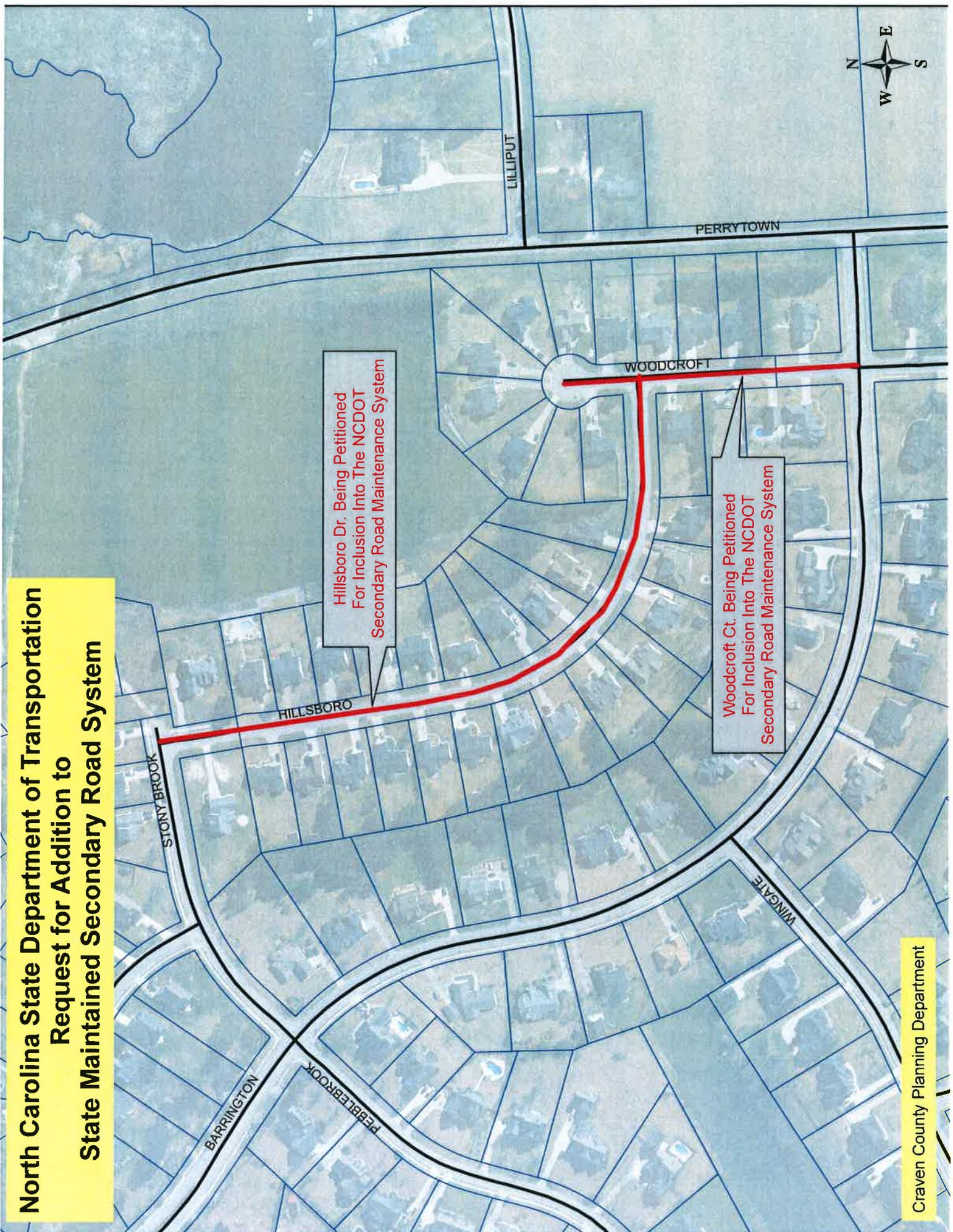
\_\_\_\_\_  
Clerk to the Board of Commissioners  
County of Craven

**PLEASE NOTE:**

**Forward direct with request to the Division Engineer, Division of Highways**

Form SR-2 (3/2006)

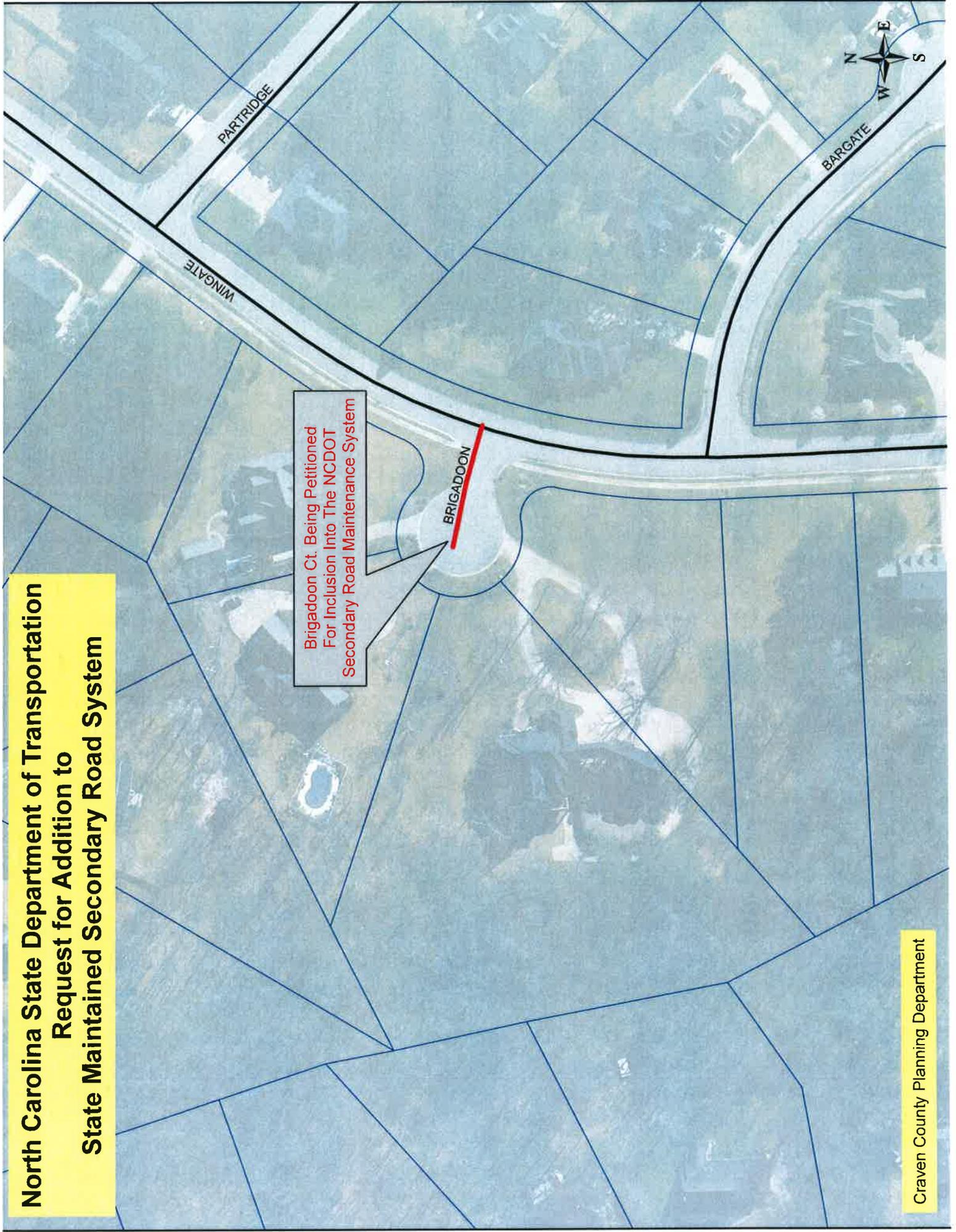
**North Carolina State Department of Transportation  
Request for Addition to  
State Maintained Secondary Road System**



Hillsboro Dr. Being Petitioned  
For Inclusion Into The NCDOT  
Secondary Road Maintenance System

Woodcroft Ct. Being Petitioned  
For Inclusion Into The NCDOT  
Secondary Road Maintenance System

**North Carolina State Department of Transportation  
Request for Addition to  
State Maintained Secondary Road System**



Brigadoon Ct. Being Petitioned  
For Inclusion Into The NCDOT  
Secondary Road Maintenance System

	Farm Name	County	mwp	Permit Fee
1	Mayberry Farm	Surry	1.2	\$ 1,310
2	Dixon Dairy Farm	Cleveland	5	\$ 50
3	Farrington Farm	Chatham	1.1	\$ 1,588
4	South Robeson Farm	Robeson	6.3	\$ 6,835
5	Watts Farm	Robeson	6.4	\$ 6,785
6	Shannon Farm	Robeson	6.4	\$ 6,835
7	Railroad Farm	Robeson	6.4	\$ 9,720
8	Arndt Farm	Catawba	6.4	\$ 23,372
9	Mocksville Farm	Davie	6.4	\$ 9,750
10	Raeford Farm	Hoke	6.4	\$ 5,850
11	Chadbourn Farm	Columbus	7	\$ 11,100
12	Warrrenton Farm	Warren	5.6	\$ 60
13	Belwood Farm	Cleveland	5.2	\$ 50
14	Fuquay Farm	Wake	6.4	\$ 24,170
15	Dibrell Farm	Rockingham	6.5	\$ 28,000
16	2 Line Farm	Catawba	6.5	\$ 22,485
17	Mt Olive Farm	Wayne	6.7	\$ 26,885
18	Rock Farm	Richmond	6.7	\$ 2,700
19	Lenoir 2 Farm	Lenoir	6	\$ 6,695
20	AM Best Farm	Goldsboro (City of)	6.4	\$ 7,175
21	Lenoir 1 Farm	Lenoir	6	\$ 6,695
22	Wilson Farm	Wilson	6	\$ 6,000
23	Bolton Farm	Warren	6.4	\$ 60
24	Dement Farm	Vance	6.4	\$ 17,558
25	Moorings Farm	Wayne	6	\$ 9,750
26	McCallum Farm	Robeson	6.4	\$ 5,870
27	White Cross Farm	Orange	6	\$ 14,003
28	Bladenboro Farm	Bladen	6.4	\$ 3,013
29	Haynes Farm	Lincoln	6	\$ 500
30	Wagstaff 1 Farm	Person	6.4	\$ 10,716
31	Marshville Farm	Union	6	\$ 60
32	Garrell Farm	Columbus	5	\$ 4,380
33	Nash 58 Farm	Nash	6.4	\$ 5,710
34	Waco Farm	Cleveland	6.4	\$ 5,765
35	Pate Farm	Robeson	6.4	\$ 116
36	Bailey Farm	Nash	6.4	\$ 5,710
37	Moore Farm	Rockingham	6	\$ 19,040
38	Yanceyville Farm	Caswell	6	\$ 810
39	McKenzie Farm	Anson	7.1	\$ 6,730
40	Angier Farm	Harnett	5.5	\$ 13,230
41	Roxboro Farm	Person	6	\$ 11,961
42	Daniel Farm	Davie	6	\$ 26,000
43	Martin Creek Farm	Vance	3.5	\$ 8,600
44	Moncure Farm	Chatham	4.5	\$ 21,236

# Volunteer Board Information and Interest Sheet

## Craven County, North Carolina

Names of board, committee, authority, etc., in which you are interested. Please list in order of priority:

New Bern Farmers Market Board

Name: Eileen Bress Home Phone: (252) 633-9932  
Home Address: 604 East Front St.  
City: New Bern Zip Code: 28560  
Township: \_\_\_\_\_ City Limits:  Yes  No  
Occupation: Volunteer & Community Coordinator Business Phone: (252) 665-4091  
Place of Employment: Monarch Fax Number: (252) 514-4739  
E-Mail Address: eileen.bress@monarchnc.org

(Please indicate your preferred contact number.)

### Education

BA , Loyola University of Baltimore, MD (Business Administration Major)

### Business and Civic Experience

Former Operations Mgr.- Twin Rivers Mall; Held positions of Marketing/Account representative for Xerox Corp., Davis & Geck (surgical), Ciba Corning Diagnostics, Office manager for dental office, Partner and office manager for tennis operation in Washington, DC suburb.

### Areas of Expertise, Interest, Skills

Strong interpersonal and organizational skills; dynamic personality, broad sales, marketing and operations and office management skills. People are my passion, in addition to entertaining, cooking, traveling and gardening.

### Why do you want to serve?

I have worked closely with the Farmers Market since it has been the location of the New Bern Breakfast Rotary Oktoberfest that I have chaired for the last 3 years. I want to encourage more exposure for the FM and increase its use.

Please List Other Local, Regional and Statewide Boards, Committees or Commissions on Which You Serve  
Craven Community College VIP Ambassador, Formerly served on the boards of Coastal Women's Forum, Chamber Nonprofit Council and the New Bern Breakfast Rotary. Active member in all and in downtown organizations as well.

(A resume may be attached to this form, but will not be accepted in lieu of the form.)

Date: January 22, 2014

Eileen C. Bress  
Signature

The Craven County Board of Commissioners sincerely appreciates the interest of all citizens in serving their county. For more information on the responsibilities of various boards, you may view the on-line board descriptions or contact the County Clerk's Office at (252) 636-6601. RETURN FORM TO: CRAVEN COUNTY CLERK, 406 CRAVEN STREET, NEW BERN, NC 28560. The form may also be sent via e-mail ([gbryan@cravencountync.gov](mailto:gbryan@cravencountync.gov)) or fax: (252) 637-0526.

*This form will remain active until two years after date received.*

## For Internal Use Only

Date Received: \_\_\_\_\_

Form is active until: \_\_\_\_\_ (two years after date received)

Received by: \_\_\_\_\_ (initials)

Reviewed by the following Commissioners. Please initial and add "PA" if you are personally acquainted with the individual.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_