

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY MARCH 17, 2014
8:30 A.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

APPROVE MINUTES OF MARCH 6, 2014 SPECIAL SESSION

1. PUBLIC HEARING – JUSTICE ASSISTANCE GRANT (JAG)
2. PRESENTATION OF EASTERN CAROLINA BEHAVIORAL HEALTH:
Keith Letchworth, Community Resource Database Coordinator
3. REQUEST FOR APPROVAL OF ABC BOARD TRAVEL POLICY:
Donna Rouse, General Manager
4. PUBLIC HEARING – FY 13 COMMUNITY DEVELOPMENT BLOCK GRANT
(CDBG): Chip Bartlett, Holland Consulting Planners

DEPARTMENTAL MATTERS

5. TAX RELEASES AND REFUNDS: Ronnie Antry, Tax Administrator
6. PLANNING MATTERS
 - A. METROPOLITAN PLANNING ORGANIZATION (MPO) INTRODUCTION
AND RURAL PLANNING ORGANIZATION (RPO) PRESENTATION: Gene
Hodges, MPO Representative and Patrick Flanagan, RPO Transportation
Planner
 - B. Hazard Mitigation Grant Project Services Awards – Hurricane Irene Elevation:
Chip Bartlett
 - C. Subdivision for Approval: Don Baumgardner, Planning Director
7. AUDIT CONTRACT: Rick Hemphill, Assistant County Manager for
Finance/Administration
8. COMMISSIONERS' RULES OF PROCEDURE

9. APPOINTMENTS
 - A. Pending
 - B. Current
 - C. Upcoming
10. COUNTY ATTORNEY'S REPORT: Jim Hicks
11. COUNTY MANAGER'S REPORT: Jack Veit
12. COMMISSIONERS' REPORTS

RECESS

RECONVENE IN ROUNDTABLE FOR LEGISLATIVE UPDATE

RECESS TO RECONVENE AT 5:00 P.M. ON APRIL 7

Agenda Date: March 17, 2014

Presenter: _____

Agenda Item No. 1

Board Action Required: Yes

PUBLIC HEARING – JUSTICE ASSISTANCE GRANT

A public hearing was advertised for 8:30 a.m. for the purpose of receiving comment from the public on the Sheriff's Department's proposed use of funds from the 2013-2014 Edward Byrne Memorial Justice Assistance Grant in the amount of \$10,591.
(See Attachment #1)

Board Action: Receive information and consider request to approve receipt of grant funds.

Agenda Date: March 17, 2014

Presenter: Keith Letchworth

Agenda Item No. 2

Board Action Required: No

PRESENTATION OF EASTERN CAROLINA BEHAVIORAL HEALTH (ECBH)

Mr. Keith Letchworth will present ECBH's initiative to implement NC 2-1-1 in Craven County. Attachment #2 is a one-page information sheet on NC 2-1-1 and ECBH's involvement.

Board Action: Receive Information

Agenda Date: March 17, 2014

Presenter: Donna Rouse

Agenda Item No. 3

Board Action Required: Yes

REQUEST FOR APPROVAL OF ABC BOARD TRAVEL POLICY

ABC Board General Manager, Donna Rouse, will present the proposed travel policy, which appears as Attachment #3, for approval by the Commissioners. This is required each year, pursuant to NCGS 18B-700(g).

Board Action: Consider proposed travel policy for approval.

Agenda Date: March 17, 2014

Presenter: Chip Bartlett

Agenda Item No. 4

Board Action Required: Yes

PUBLIC HEARING – FY13 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

A second public hearing was scheduled for Monday, March 17, 2014 at 8:30 am; however, it was advertised at 9:00 a.m. and cannot begin before that time. The purpose of this hearing is to receive public comment and to explain what activities the County will apply for prior to submitting the full application. It is anticipated that funding up to \$750,000 for FY2013 CDBG infrastructure projects will be available.

(See Attachment #4)

Board Action: Hear public comment. A vote to approve the resolution for funding is requested, and authorization for the Chairman to sign it.

Agenda Date: March 17, 2014

Presenter: Ronnie Antry

Agenda Item No. 5

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 #5 for the Board's approval.

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

Agenda Date: March 17, 2014

Presenters: Hodges, Flanagan, Bartlett & Baumgardner

Agenda Item No. 6

Board Action Required: Yes

DEPARTMENTAL MATTERS: PLANNING

A. METROPOLITAN PLANNING ORGANIZATION (MPO) INTRODUCTION AND RURAL PLANNING ORGANIZATION (RPO) PRESENTATION

Gene Hodges, Craven County MPO Representative, would like to introduce the MPO Coordinator, Maurizia Chapman, to the Board.

Commissioner Johnnie Sampson (*RPO/TAC Board Member) will introduce Patrick Flanagan, RPO Transportation Planner, who will provide a presentation to the Board concerning the funding of transportation projects within our region.

*RPO – Rural Planning Organization (Approves transportation dollars to fund projects)
TAC – Transportation Advisory Committee (Craven County's voting member)

Board Action: No action required.

B. HAZARD MITIGATION GRANT PROJECT SERVICES AWARD – HURRICANE IRENE ELEVATION

Craven County has received Hazard Mitigation Grant (HMGP) assistance to elevate four residential structures and acquire two residential structures. Holland Consulting Planners, Inc. is currently under contract to provide management services for the project. In January, 2014, proposals were solicited from a number of firms to provide the required engineering, surveying, asbestos inspection, and appraisal services required to implement the program. All proposals received have been reviewed and recommendations for contract awards are as follows:

Recommendations

Appraisal Services (required to establish just compensation for the two proposed properties to be acquired)

Proposals were received from:

- a. David P. Lavigne – New Bern
- b. Miller Appraisal – Grifton
- c. Fritz Appraisal Services, Inc. – New Bern

All three appraisers are well-qualified and have experience in Craven County. Fritz Appraisal, however, is not qualified to appraise the multi-unit structure. On the basis of cost, **Miller Appraisal is being recommended.**

Their estimated cost for the single-unit appraisal was \$450, and only \$650 for the multi-unit parcel. The Miller Appraisal services combined price was the lowest.

Surveying Services (required for elevation certificates and boundary surveys)

Proposals were received from:

- a. Robert M. Chiles – New Bern
- b. Sorrell Land Surveying, Inc. – Washington
- c. Dennis L. Manning – Richlands
- d. Mayo and Associates, P.A. – New Bern

All four surveyors are well-qualified but Manning has no experience in Craven County and is a one-man operation. Sorrell is most cost-effective but is not readily available due to working on other projects. **Robert M. Chiles** is recommended on the basis of combined cost, background, and responsiveness.

Engineering Services (required for structural evaluation and foundation design for four elevations)

Proposals were received from:

- a. Appian Consulting Engineers – Rocky Mount
- b. Robert M. Chiles – New Bern
- c. Weston Lyall – Holly Ridge

All three firms are well-qualified but Robert M. Chiles appears to have the least specific relevant experience of the three firms. Appian is not as cost-effective as Weston Lyall. Mr. Lyall completed the engineering design for the Luper house in Bridgeton in 2013, and **Weston Lyall** is recommended on the basis of combined cost, background, and responsiveness.

Asbestos Inspection Services (required due to demolition activity)

Proposals were received from:

- a. Keenan Construction & Consulting - Wilmington
- b. W.F Bulow - Ayden
- c. Crystal Coast Environmental, Inc. - Jacksonville

All three firms are well-qualified. **Keenan Construction and Consulting** is recommended on the basis of combined cost, background, and responsiveness.

Board Action: Award contracts to recommended bidders.

C. SUBDIVISION FOR APPROVAL

Planning Director, Don Baumgardner, will present the following subdivision for the Board's approval.

Phillip D. Dunn & Linda B. Dunn - Final

- Property is owned by Phillip D. Dunn & Linda B. Dunn and surveyed by Kendall Gaskins, PLS
- Property is located within Twp. 2 off of Half Moon Rd. (SR 1600)
- Parcel ID 2-035-217
- Subdivision contains 1 lot on 3.49 Acres
- Lots proposed to be served by existing community water and existing individual septic system

The Planning Board has reviewed the subdivision and recommends final approval.

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

Agenda Date: March 17, 2014

Presenter: Rick Hemphill

Agenda Item No. 7

Board Action Required: Yes

AUDIT CONTRACT

Rick Hemphill, Assistant County Manager for Finance/Administration, will present he contract with McGladrey and Pullen, as shown in Attachment #7. The contract, in the amount of \$65,600, reflects a 1.6% increase representing the CPI increase per the previous contract.

Board Action: The Board will need to vote to approve and allow the Chairman to sign the representation letter and audit contract.

Agenda Date: March 17, 2014

Presenter: _____

Agenda Item No. 8

COMMISSIONERS' RULES OF PROCEDURE

The Board discussed its proposed Rules of Procedure at the Special Session on March 6, but deferred action. The latest draft appears as Attachment #8.

Agenda Date: March 17, 2014

Presenter: _____

Agenda Item No. 9

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 (Not serving and needs to be replaced.)
Alvia Hearren (Initial appointment 1991)

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 X Yes Specify: _____

Term(s) ending: Mary Zeeman (Resignation)

Application(s) on file: Billy Wilkes (Attachment #9.A.)

PLANNING BOARD

AUTHORIZATION: N.C.G.S. 153A-21

MISSION/FUNCTION: _____

NUMBER OF MEMBERS: _____

8

TYPE:

Representatives from around the County (from each township to the extent possible)

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

LENGTH OF TERMS: 4 Years

MEETING SCHEDULE: Fourth Thursday of each month, 6:30 p.m.

COMPENSATION: No Yes Specify: \$25 per meeting-members; \$30 per meeting-Chairman

Term(s) ending: Regina Crawford (resigned; District 7)
No applications on file for District 7.

B. CURRENT APPOINTMENTS

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 Yes Specify: _____

Term(s) ending: JoAnna Wishon (Resigned; see Attachment #9.B.)

No applications on file.

C. UPCOMING APPOINTMENTS

April - Highway 70 Corridor Committee: The Committee's bylaws have been amended to provide for an additional Member for Craven County

May - Craven Community College: Bill Naumann (Appointed 2009)

Craven Community Child Protection Team: Christy Hawkins (Appointed 2011)

CarolinaEast Medical Center: David Blain (Appointed 2011)
Clay Milstead (Appointed 2011)
Purvis Rogers (Appointed 2011)
Trawick Stubbs (Appointed 2011)

* These appointments are made by the Chairman from a list of nominees provided by the hospital.

EMS Advisory Council: Keith Morris (Appointed 2012)
Jonathan Stephens (Appointed 2012)

Agenda Date: March 17, 2014

Presenter: Jim Hicks

Agenda Item No. 10

COUNTY ATTORNEY'S REPORT

A. Water System Easements - Charles and Amanda Oakley Property (Parcel Number 6-213-K-091).

The County needs to obtain certain easements upon the Oakleys, property in the Stately Pines Subdivision for the new water system project. The terms and details are as follows:

1. The Oakleys will grant the City of New Bern two new permanent easements on the Oakley property (Tracts D and E);
2. The City will surrender an existing but unused easement on the Oakley property (Tract C);
3. The City will grant the County the right to use its new easements (Tracts D and E, as well as a new easement on City property (Tract F);
4. The County will purchase a temporary easement for a work/staging area from the Oakleys for \$5,000 (Temporary Construction Area). The easement will terminate after 2 years; and,
5. The City is involved in this transaction, as the permanent easements being utilized for this project were initially County sewer easements, but were transferred to the City when it purchased the County's sewer system. The City subsequently gave the County the right to use its easements for water purposes.

The County Attorney will update the Board, and ask for a consensus as to these terms. Action to approve will be requested at a later date, most likely on April 21, 2014.

B. City of New Bern vs. Connecticut Avenue Partners, LLC Days Inn Hotel - Tax Foreclosure

The City of New Bern has filed a tax foreclosure action against the owners of the Days Inn Hotel in Five Points, for past due city taxes. The County Attorney will update the Board as to ad valorem and occupancy taxes due to the County, and a suggested course of action.

Agenda Date: March 17, 2014

Presenter: Jack Veit

Agenda Item No. 11

COUNTY MANAGER'S REPORT

Agenda Date: March 17, 2014

Presenter: _____

Agenda Item No. 12

COMMISSIONERS' REPORTS