

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

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

APPROVE MINUTES OF MARCH 17, 2014 REGULAR SESSION

1. PETITIONS OF CITIZENS
2. HOSPICE UPDATE: Jill Thompson, Executive Director, CarolinaEast Hospital Foundation
3. EARTH DAYS 2014 PRESENTATION: Linda Staunch, Chair, "Less Means More" Water Conservation Initiative

DEPARTMENTAL MATTERS

4. REGISTER OF DEEDS UPDATE: Sherri Richard
5. TAX RELEASES AND REFUNDS: Ronnie Antry, Tax Administrator
6. CRAVEN AREA RURAL TRANSPORTATION SERVICE (CARTS) BUDGET AMENDMENT: Terry Jordan, CARTS Director
7. EMERGENCY SERVICES – REQUEST FOR CHANGE IN AMBULANCE FRANCHISES: Stanley Kite, Emergency Services Director
8. SOCIAL SERVICES – BUDGET AMDNEMENTS: Alfreda Stout, Assistant Social Services Director
9. ECONOMIC DEVELOPMENT – REQUEST FOR RESOLUTION TO ALLOW CROSS ALLOCATION OF RESERVED TRUST FUNDS HELD BY NORTH CAROLINA'S EASTERN REGION DEVELOPMENT COMMISSION: Timothy Downs, Economic Development Director

10. PLANNING: Don Baumgardner, Planning Director
 - A. CDBG Infrastructure Project – STEP Pump Sewer System Installation Re-Award
 - B. Subdivisions for Approval

11. FINANCE: Rick Hemphill, Assistant County Manager, Finance/Administration
 - A. Board of Education Project Application to Draw Down Lottery Funds
 - B. Sheriff's Department Budget Amendment
 - C. Ft. Barnwell Rescue Budget Amendment
 - D. Libraries Budget Amendment

12. APPOINTMENTS
 - A. Pending
 - B. Upcoming

13. COUNTY ATTORNEY'S REPORT: Jim Hicks

14. COUNTY MANAGER'S REPORT: Jack Veit

15. COMMISSIONERS' REPORTS

16. CLOSED SESSION

Agenda Date: April 7, 2014

Presenter: _____

Agenda Item No. 1

Board Action Required: No

PETITIONS OF CITIZENS

Board Action: Receive information

Agenda Date: April 7, 2014

Presenter: Jill Thompson

Agenda Item No. 2

Board Action Required: No

HOSPICE UPDATE

CarolinaEast Hospital Foundation Executive Director, Jill Thompson, will provide an update on the hospice project.

Board Action: Receive Information

Agenda Date: April 7, 2014

Presenter: Linda Staunch

Agenda Item No. 3

Board Action Required: No

EARTH DAYS 2014 PRESENTATION

Less Means More, Craven County's Water Conservation initiative, will sponsor Earth Day activities for 2014 the week of April 7-11. Linda Staunch, Chair, will be present to recognize local businesses and organizations who have demonstrated progress in water conservation and support for the Less Means More efforts. Wednesday, April 9-11, there will again be an educational program for Craven County 5th graders at the New Bern Farmer's Market. Morning sessions will begin promptly at 9 am and afternoon sessions will begin at 11:45 am, except Friday when there will be only a morning session. Participating schools and schedules are listed below.

Wednesday, April 9, 2014

9 am	Trent Park Elementary School (60 students)
11:45 am	A.H. Bangert Elementary School (66 students)

Thursday, April 10, 2014

9 am	Roger Bell Elementary School (62 students)
11:45 am	J. T. Barber Elementary School (68 students)

Friday, April 11, 2014

9 am	Bridgeton Elementary School (96 students)
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Board Action: Receive information

Agenda Date: April 7, 2014

Presenter: Sherri Richard

Agenda Item No. 4

Board Action Required: No

DEPARTMENTAL MATTERS: REGISTER OF DEEDS UPDATE

Register of Deeds, Sherri Richard, will be presenting a new initiative in her office, as detailed in Attachment #4.

Board Action: Receive information

Agenda Date: April 7, 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: April 7, 2014

Presenter: Terry Jordan

Agenda Item No. 6

Board Action Required: Yes

DEPARTMENTAL MATTERS: CRAVEN AREA RURAL TRANSPORTATION SERVICE (CARTS) – BUDGET AMENDMENT

Of the \$220,393 in Rural Operating Assistance Program (ROAP) funds allocated to Craven County for fiscal year 2013 a total of \$17,926.81 was unexpended. NCDOT Public Transportation Division has recently issued an invoice for reimbursement of the unspent funds.

CARTS Director, Terry Jordan, will request a budget amendment in the amount of \$17,926.81 to be transferred from the General Fund Balance to the CARTS budget for payment of the funds due to NCDOT Public Transportation Division (PTD). Attachment #6 is a copy of the final FY13 ROAP report as submitted to NCDOT September 2013.

Unspent Craven County Department of Social Services/Work First Program EMPL:
\$5,262.25

Unspent Craven County/CARTS Rural General Public:
\$12,664.56

Total Refund due back to NCDOT/PTD:
\$17,926.81

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

Agenda Date: April 7, 2014

Presenter: Stanley Kite

Agenda Item No. 7

Board Action Required: Yes

**DEPARTMENTAL MATTERS: EMERGENCY SERVICES – REQUEST FOR
CHANGE IN AMBULANCE FRANCHISES**

Emergency Services Director, Stanley Kite, will ask to cancel the ambulance franchise of Coastline Care (First Med) and at the same time ask to approve the application for Friendly Medical Transportation LLC, which is next in line for a franchise. The EMS Advisory Council approved this action. Attachment #7 contains a letter from the County Attorney, minutes of the EMS Advisory Council and a summary of the Friendly Medical Transportation application.

Board Action: An action to amend or grant a franchise will require passage at two regular meetings.

Agenda Date: April 7, 2014

Presenter: Alfreda Stout

Agenda Item No. 8

Board Action Required: Yes

DEPARTMENTAL MATTERS: SOCIAL SERVICES – BUDGET AMENDMENTS

Assistant Social Services Director, Alfreda Stout, will present the budget amendments detailed in Attachment #8.

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

Agenda Date: April 7, 2014

Presenter: Timothy Downs

Agenda Item No. 9

Board Action Required: Yes

DEPARTMENTAL MATTERS: ECONOMIC DEVELOPMENT

REQUEST APPROVAL OF RESOLUTION TO ALLOW CROSS-ALLOCATION OF RESERVED TRUST FUNDS HELD BY NORTH CAROLINA'S EASTERN REGION DEVELOPMENT COMMISSION

North Carolina's Eastern Region Development Commission holds certain trust funds available to member counties for economic development and infrastructure projects. Craven County's reserved trust fund balance may be borrowed by Craven County or transferred to another member county. If the County were to apply to borrow the funds, it would have to do so by June 30, 2014. After consideration, there are no projects that warrant borrowing these funds. Further, Craven County has been asked by other member counties to transfer its eligibility to borrow its reserved trust fund balance. Therefore, the Economic Development Department recommends that the Board consider the resolution appearing as Attachment # 9.

Board Action: Consider resolution for adoption.

Agenda Date: April 7, 2014

Presenter: Don Baumgardner

Agenda Item No. 10

Board Action Required: Yes

DEPARTMENTAL MATTERS: PLANNING

A. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) INFRASTRUCTURE PROJECT – STEP PUMP SEWER SYSTEM INSTALLATION RE-AWARD

A bid opening for the installation of 50-70 Low Pressure STEP Pump Sewer Systems for the CDBG-Infrastructure Program was originally held on February 6, 2014. Bids were received by six (6) contractors; D&D Septic Tank Service, Ralph Provost Inc., Everette George Construction Co., Bornman Construction, JE Dillahunt & Associates and Columbus Utilities Inc.

On February 17, 2014, the Board of Commissioners approved a contract award for Everette George in the amount of \$3,800.00 (per installed system). (The original low bidder, Ralph Provost withdrew his bid).

During a pre-construction meeting held in the target area on March 28th, the awarded contractor, Mr. Everette George, determined that he was not able to perform the full scope of work as per his bid. He then requested to rescind his bid of \$3,800.00.

In order to move forward with this project, we recommend accepting Everette George's bid rescission and to re-award the contract to the *next low bidder*, **D&D Septic Tank Service** in the amount of \$4,400.00 per installed system. (See Attachment #10.A.)

Board Action: A vote to accept Everette George's bid rescission and to award contract to D & D Septic Tank Service.

B. SUBDIVISIONS FOR APPROVAL

The Planning Board met on March 27th and recommended the following subdivisions for approval:

Thomas A. & Michele A. Vernieri - Final

- Property is owned by Thomas A. & Michele A. Vernieri and surveyed by Gaskins Land Surveying, P.A.
- Property is located within Twp. 2, off of Broad Creek Rd. (SR 1600)
- Parcel ID 2-026-036
- Subdivision contains 1 lot on 2.76 acres
- Lot proposed to be served by existing community water and an existing individual septic system

Mary Dunn Wilson Subdivision – Final

- Property is owned by Mary D. Wilson and surveyed by Robert M. Chiles, P.E.
- Property is located within Twp. 2, off of Mill Pond Rd. (SR 1613)
- Parcel ID 2-034-18005
- Subdivision contains 1 lot on 2.29 acres
- Lot is served by existing community water and an existing individual septic system

Peace and Plenty Farms Subdivision – Final

- Property is owned by Floyd D. Lancaster, Jr. and surveyed by Mayo and Associates, P.A.
- Property is located within Twp. 1 off of Wilmar Rd. (SR 1476)
- Parcel ID 1-051-002
- Subdivision contains 1 lot on 2.118 acres
- Lot proposed to be served by an existing well and an existing individual septic system

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

Agenda Date: April 7, 2014

Presenter: Rick Hemphill

Agenda Item No. 11

Board Action Required: Yes

DEPARTMENTAL MATTERS: FINANCE

A. BOARD OF EDUCATION PROJECT APPLICATION TO DRAW DOWN LOTTERY FUNDS

The Board will be asked to approve the project application for the County to draw down the lottery funds this year from the Public School Capital Building Fund. The application has already been approved by the School Board and funds will be used for debt service. Attachment # 11.A. is a copy of the application.

Board Action: Consider approval of project application.

B. SHERIFF'S DEPARTMENT BUDGET REQUEST

Sheriff/JAG – Need to budget the \$10,591 Edward Byrne Justice Assistance Grant (JAG) awarded Craven County Sheriff Department to purchase less lethal weapons/equipment and incorporate these into training strategies for the Special Response Team (SRT). This item was approved by the Board during the March 17, 2014 meeting. (See Attachment #11.B)

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

C. FT. BARNWELL RESCUE BUDGET AMENDMENT

EMS Rescue Grant – North Carolina Department of Insurance awarded a Volunteer Rescue/EMS Fund grant to Ft. Barnwell. Ft. Barnwell has purchased the approved items and has been reimbursed by NC Department of Insurance for their portion. We need to budget \$9,600 to reimburse Ft. Barnwell for the County's 50% portion. (See Attachment #11.C)

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

D. LIBRARIES BUDGET AMENDMENT

The Board of Commissioners is asked to participate in a funding project to purchase new computers for the four Craven County Libraries. Attachment #11.D is a spreadsheet outlining the number of computers needed broken down by library, the cost per computer, the amount of outside funding available and the County share of funding needed. This would however remove these expenditures from the upcoming fiscal year 2015 budget.

Board Action: If the funding methodology is acceptable the attached Budget Amendment will need to be approved.

Agenda Date: April 7, 2014

Presenter: _____

Agenda Item No. 12

Board Action Required: Yes

APPOINTMENTS

- A. PENDING
- B. UPCOMING

Board Action: Appointments will be effective immediately, unless otherwise specified.

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.

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)

Application on file: Walter Robert Carnes (Attachment #12.A.)

B. UPCOMING APPOINTMENTS

April - Highway 70 Corridor Committee (additional member)

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: April 7, 2014

Presenter: Jim Hicks

Agenda Item No. 13

COUNTY ATTORNEY'S REPORT

Agenda Date: April 7, 2014

Presenter: Jack Veit

Agenda Item No. 14

COUNTY MANAGER'S REPORT

Agenda Date: April 7, 2014

Presenter: _____

Agenda Item No. 15

COMMISSIONERS' REPORTS

Agenda Date: April 7, 2014

Presenter: _____

Agenda Item No. 16

CLOSED SESSION

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