

**AGENDA  
CRAVEN COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
MONDAY, JUNE 16, 2014  
8:30 A.M.**

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

APPROVE MINUTES OF JUNE 2, 2014 REGULAR SESSION AND RECONVENED SESSIONS OF MAY 20, MAY 21, MAY 27 AND JUNE 2

1. CONSIDERATION OF FY 2015 BUDGET ORDINANCE FOR ADOPTION

DEPARTMENTAL MATTERS

2. TAX: Ronnie Antry, Tax Administrator

A. Releases and Refunds

B. Budget Amendment

3. FACILITIES/OPERATIONS – AWARD OF ADDITIONAL STORM DEBRIS REMOVAL GRANT MONIES: Gene Hodges, Assistant County Manager, Facilities/Operations

4. CARTS – BUDGET AMENDMENT: Gene Hodges, Interim CARTS Director

5. PLANNING: Don Baumgardner, Planning Director

A. Request to Set Public Hearing – Pamlico Sound Regional Hazard Mitigation Plan

B. Road Closure Request

6. FINANCE – BUDGET AMENDMENTS AND ORDINANCE UPDATE: Rick Hemphill, Assistant County Manager, Finance/Administration

7. HEALTH – REQUEST FOR PUBLIC HEARING: Scott Harrelson, Health Director

8. APPOINTMENTS

A. Pending

B. Upcoming

9. COUNTY ATTORNEY'S REPORT: Jim Hicks
10. COUNTY MANAGER'S REPORT: Jack Veit
11. COMMISSIONERS' REPORTS
12. CLOSED SESSION

Agenda Date: June 16, 2014

Presenter: Jack Veit

Agenda Item No. 1

Board Action Required: Yes

### **CONSIDERATION OF FY 2015 BUDGET ORDINANCE FOR ADOPTION**

County Manager, Jack Veit, will present the Budget Ordinance for FY 2014-15, which will be provided to you under separate cover.

**Board Action: If there is no additional input from Commissioners regarding the budget, the Chairman will call for a motion to adopt the FY 2014-15 Budget Ordinance. A roll call vote will be required.**

Agenda Date: June 16, 2014

Presenter: Ronnie Antry

Agenda Item No. 2

Board Action Required: Yes

## DEPARTMENTAL MATTERS: TAX

### A. TAX RELEASES AND REFUNDS

Craven County Tax Administrator, Ronnie Antry, will present the routine requests for tax releases and refunds, contained in Attachment #2.A., for the Board's approval.

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

### B. BUDGET AMENDMENT

Mr. Antry will request that the Board approve a budget amendment as shown in Attachment #2.B. to appropriate funds from the General Fund fund balance and transfer funds to the four fire departments affected by the oversight in billing fire tax on motor vehicles for the first several months of Tax and Tag. The oversight resulted in no fire tax being charged on motor vehicles which had a municipality on the bill. The County is prohibited from going back and recovering the amounts.

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

Agenda Date: June 16, 2014

Presenter: Gene Hodges

Agenda Item No. 3

Board Action Required: No

**DEPARTMENTAL MATTERS: FACILITIES/OPERATIONS – AWARD OF  
ADDITIONAL STORM DERIS REMOVAL GRANT MONIES**

In 2012, Craven County Soil and Water Conservation District was awarded a \$108,869 grant through the Storm Debris Removal Project from the North Carolina Department of Agriculture and Consumer Sciences Division of Soil and Water Conservation. With additional support from the Craven County Board of Commissioners, we were able to conduct an extensive tree snagging project along the Swift Creek. This project removed downed and leaning trees from the water way that impede or threaten to impede water flow. This creek and the surrounding area produced the highest number of historical flood claims than the other creeks in the county. The project has proven to be successful and has been well received by the public. The State issued a call for additional projects and again we applied for all the creeks to be considered. For this round, the District was awarded \$40,826 to be used for tree snagging in another creek. Patrick Baker and Chad Strawn have gathered data for the remaining creeks to assist the Board with the evaluation of the projects. This data is provided in Attachment #3.

We request the Board to evaluate the remaining creeks and provide direction on which project they would like to see completed. An RFP will be issued to collect bids from interested contractors and the results of those bids will be presented to the Board at a later date.

**Board Action: Receive information and direct staff accordingly.**

Agenda Date: June 16, 2014

Presenter: Gene Hodges

Agenda Item No. 4

Board Action Required: Yes

**DEPARTMENTAL MATTERS: CARTS – BUDGET AMENDMENT**

Jones County has received additional Home and Community Care Block Grant (HCCBG) monies and has requested that Craven Area Rural Transportation System (CARTS) provide additional transportation services to serve this population. CARTS will be receiving approximately \$11,875 in additional revenue from Jones County. This revenue needs to be budgeted, and will be used for salary related expenditures directly related to the additional transportation services. (See Attachment #4)

**Board Action: A roll call vote will be required to adopt budget amendment.**

Agenda Date: June 16, 2014

Presenter: Don Baumgardner

Agenda Item No. 5

Board Action Required: Yes

## DEPARTMENTAL MATTERS: PLANNING

### A. REQUEST TO SET PUBLIC HEARING – PAMLICO SOUND REGIONAL HAZARD MITIGATION PLAN

The Planning Department requests that the Craven County Board of Commissioners set a Public Hearing for July 7, 2014 at 7:00 pm. The purpose of the public hearing will be to inform the public, as well as Commissioners, on the status of the Regional Mitigation Plan effort.

**Board Action: Set a public hearing for July 7th 7:00 PM Commissioner's meeting.**

### B. ROAD CLOSURE REQUEST

The Coastal Carolina Airport Authority is requesting that a section of Howell Road which lies between two portions of the airport's property be abandoned by the Board of Transportation. The Coastal Carolina Airport desires to take control of the road right-of-way which currently divides their property. (See Attachment #5.B.)

No public hearing is required for this road closure.

**Board Action: A vote by the Board of Commissioners is needed to approve the Road Abandonment Resolution which will be forwarded to the NCDOT.**

Agenda Date: June 16, 2014

Presenter: Rick Hemphill

Agenda Item No. 6

Board Action Required: Yes

**DEPARTMENTAL MATTERS: FINANCE – BUDGET AMENDMENTS AND ORDINANCE UPDATE**

Assistant County Manager for Finance/Administration, Rick Hemphill, will present the following budget amendments and ordinance update for the Board's approval. The budget amendments are contained in Attachment #6.

**Amendments:** Health Benefit – Need to budget an additional \$450,000 from Health Benefits (fund 512) fund balance to cover health insurance claims through end of fiscal year (fy'14). Experiencing an unusual amount of high claims this fiscal year.

Schools – One half of Article 40 and Article 42 sales tax distributed to counties is dedicated to school debt service. Given fiscal year-to-date collections and four more distributions to be credited to current fiscal year, it is anticipated that final receipts will be greater than originally projected. Need to budget an additional \$250,000 in expected revenue and corresponding transfer to Debt Service Fund.

Mental Health – Need to budget additional \$ 1,000 anticipated receipts from Craven Co. ABC Board. These funds are in turn passed to East Carolina Behavioral Health

Rescue Squads – Ambulance service fees/collections are exceeding amount budgeted. Need to budget an additional \$44,444 for Bridgeton rescue and \$40,000 for Twp # 7 rescue. (90% squads, 10% collection fees).

Economic Development/County Reserve – Craven County received its portion of the NC Eastern Region Development Commission totaling \$1,516,317 In December 2013. During this fiscal year (fy '14), \$56,500 was utilized for the Comprehensive Economic Development Strategic Plan. The remaining \$1,459,817 needs be transferred to County Reserve Fund for future development use.

Planning – Need to close out the American Eagle Relocation Project CDBG-SBEA#: 12C-2442. The project for this \$250,000 grant was budgeted on 05/31/12. After the project was setup, the beneficiary of the award became reluctant to adhere to the terms of the grant. Some expenses had been incurred prior to this knowledge - \$2,900 toward land and \$12,142 in admin costs.

**Ordinances:** Close American Eagle Relocation Project – CDBG-SBEA#:12-C-2442.

Agenda Date: June 16, 2014

Presenter: Scott Harrelson

Agenda Item No. 7

Board Action Required: Yes

**DEPARTMENTAL MATTERS: HEALTH – REQUEST TO SET PUBLIC HEARING  
FOR SALE OF HOME HEALTH AGENCY**

Health Director, Scott Harrelson, will request that the Board set a public hearing for July 7, 2014 at 7:00 p.m., as required, concerning the proposed sale of the County's Home Health Agency.

**Board Action: Set public hearing as requested.**

Agenda Date: June 16, 2014

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

Agenda Item No. 8

Board Action Required: Yes

## APPOINTMENTS

- A. PENDING
- B. UPCOMING

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

**A. PENDING APPOINTMENT(S):**

HIGHWAY 70 CORRIDOR COMMITTEE (additional member)

The City of New Bern has not yet submitted a name.

CRAVEN COUNTY ABC BOARD

AUTHORIZATION: N.C.G.S. 18B-700

MISSION/FUNCTION: To serve the locality responsibly by controlling the sale of spiritous liquor and promoting customer-friendly, modern and efficient stores.

NUMBER OF MEMBERS:

3  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TYPE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Interest in public affairs, good judgement, knowledge, ability and good moral character

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: Third Tuesday of each month at 5:30 p.m. in the boardroom of the warehouse located at 3493 Martin Drive

COMPENSATION: No  Yes  Specify: \$150/month

**Appointment of a Chairman (Effective 7/1/14)**

EASTERN CAROLINA WORKFORCE DEVELOPMENT BOARD

AUTHORIZATION: Bylaws

MISSION/FUNCTION: "...to perform all functions of a Workforce Investment Board and Local Area as set forth in the Federal Workforce Investment Act (WIA)

NUMBER OF MEMBERS:

18

9

recruited organizations, vocational assistance agencies, and public

1

TYPE:

2 from private sector, appointed by each member county

1 appointed by each member county, to be to represent community based organized labor, education agencies, rehabilitation agencies, public economic development employment service

Additional member from consortium member county from which current chairman appointed

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

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: Bi-monthly, at a time and location determined by the Board

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

**Term ending:** William Green (Appointed 2012; interested in being reappointed)

**Application on file:** William Gower; and

**Letter from Eastern Carolina Workforce Development** (Attachment #8.A.)

HAVELOCK BOARD OF ADJUSTMENT

AUTHORIZATION: Havelock City Code – Article XI

MISSION/FUNCTION: \_\_\_\_\_

NUMBER OF MEMBERS:

7

1

1

TYPE:

City of Havelock

Extraterritorial Jurisdiction (County)

Extraterritorial alternate (County)

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

County appointees must reside in the extraterritorial areas of the City of Havelock.

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: 3<sup>rd</sup> Wednesday of the month at 7:30 p.m., and at the call of the Chair

**Terms ending:** Nancy Webster, Alt.(Appointed 2009; resigned)

**No applications on file.**

RECREATION AND PARKS ADVISORY BOARD

AUTHORIZATION: Bylaws

MISSION/FUNCTION: Serves as the recreation advisory body for the Craven County Department of Recreation and Parks; suggests policies; consults with and advises Recreation Director, County Manager and Commissioners in matters related to recreation programs, finances, acquisition and disposal of property consistent with overall, long range recreation planning.

NUMBER OF MEMBERS:

12  
\_\_\_\_\_

TYPE:

1 from each township (8)  
4 at-large

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

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: 3<sup>rd</sup> Monday at 6:00 p.m.; Administration conference room

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

**Terms expiring:** Charles Fisher (Deceased; Carolina Avenue)

**No applications on file.**

## **B. UPCOMING APPOINTMENTS**

**July**            Craven Community Child Protection Team: Debbie Kirkman (Appointed 2010)

ABC Board: Chair

New Bern Planning and Zoning Board:

**August**        Adult Care Home Advisory Committee:  
Kate Clark (Initial appointment 2011)  
Laraine Mark (Initial Appointment 2011)  
Tom McDivor (Initial Appointment 2011)  
Ruth Swank (Initial appointment 2011; wishes to continue)  
Joan Taylor (Initial appointment  
Rick Walter (Initial appointment 2011)

EMS Advisory Committee:  
Jackie Barrows, Craven County Communications  
Chris Cangemi, N.C. Office of Emergency Medical Services  
Mark Dail, Rhems Fire Department (Appointed 2012)  
James Davis, CarolinaEast  
Doug Ferguson, At-Large (Appointed 2006)  
John Harrell, Bridgeton Rescue (Appointed 2009)  
Joe Hoffman, Craven County Law Enforcement Association  
Stanley Koontz, CarolinaEast Medical Director  
Jean Matthews, Cove City Rescue (Appointed 2008)  
Debra Rogers, CarolinaEast E.D. Supervisor  
Nicholas Salter, MCAS Cherry Point  
Ronnie Weems, Fire Association  
Rick Zaccardelli, City of Havelock

Fire Tax Commissioners:  
Ray Hemphill, Rhems (Appointed 2010)

Nursing Home Advisory Committee:  
Britt Bendy (Appointed 2011)  
Deborah Shannon (Appointed 2011)

Agenda Date: June 16, 2014

Presenter: Jim Hicks

Agenda Item No. 9

Board Action Required: Yes

## COUNTY ATTORNEY'S REPORT

### **A. Final Acceptance - Offer to Purchase Real Property – 200 Muddy Lane (Parcel #1-044-105)**

The County previously received and tentatively approved an offer in the amount of \$4,000.00 for this property, which was acquired through a tax foreclosure. The total taxes and costs that were foreclosed on were \$2,468.52. The current tax value is \$13,500.00. The offer was advertised, and there were no upset bids. Attachment #9.A. is the proposed deed. It is recommended that the Board give final approval of the sale.

**Board Action: A vote to give final approval of the offer to purchase.**

### **B. Days Inn Hotel – Tax Foreclosure by City of New Bern (Parcel #8-008-202)**

The City of New Bern has commenced a tax foreclosure against this real property. Previously, the County determined not to file an answer. The reason for this decision was to assist the City in obtaining ownership and placing the property back into use; and for the County to avoid the possibility of potential ownership at the foreclosure sale, which would make the County liable for any abatement and/or environmental issues. The County would, however, forego any past due taxes for failing to answer.

To mitigate the County losing its taxes, the City has agreed as a part of this arrangement to potentially reimburse the County upon any future sale of the property. After first reimbursing the City for the costs of foreclosure, abatements, and ownership, any excess funds would be allocated between the City and the County pro-rata based on taxes due at the time of foreclosure. An updated itemization of past due taxes will be provided to the Board.

Attachment #9.B. is the proposed agreement with the City to accomplish the same. It is recommended that the Board approve the agreement.

**Board Action: A vote to approve the agreement and to authorize the Chairman to execute it.**

### **C. Sale of Craven County Home Health Agency**

Attachment #9.C. is the Letter of Intent (“LOI”) submitted by the potential highest bidder. This topic will be presented earlier in the meeting. This LOI is being provided for information only.

Agenda Date: June 16, 2014

Presenter: Jack Veit

Agenda Item No. 10

## **COUNTY MANAGER'S REPORT**

Agenda Date: June 16, 2014

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

Agenda Item No. 11

## **COMMISSIONERS' REPORTS**

Agenda Date: June 16, 2014

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

Agenda Item No. 12

**CLOSED SESSION**

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