

**AGENDA  
CRAVEN COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
MONDAY, AUGUST 4, 2014  
7:00 P.M.**

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

APPROVE MINUTES OF JULY 21, 2014 REGULAR SESSION

1. PETITIONS OF CITIZENS

DEPARTMENTAL MATTERS

2. TAX – RELEASES: Glenn Jones, Chief Appraiser

3. ECONOMIC DEVELOPMENT – REQUEST FOR RESOLUTION TO WITHDRAW FROM NCEAST ALLIANCE: Timothy Downs, Economic Development Director

4. EMERGENCY SERVICES – APPLICATION OF FRIENDLY MEDICAL TRANSPORTATION TO ADVANCE TO PARAMEDIC LEVEL: Stanley Kite, Emergency Services Director

5. PLANNING: Don Baumgardner, Planning Director  
A. Plan Review for Fee Update  
B. Subdivisions for Approval

6. HEALTH – BUDGET AMENDMENTS: Jennifer Blackmon, Assistant Health Director

7. SOCIAL SERVICES – BUDGET AMENDMENT: Alfreda Stout, Assistant Social Services Director

8. APPOINTMENTS

9. COUNTY ATTORNEY'S REPORT: Jim Hicks

10. COUNTY MANAGER'S REPORT: Jack Veit
11. COMMISSIONERS' REPORTS

Agenda Date: August 4, 2014

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

Agenda Item No. 1

Board Action Required: No

## PETITIONS OF CITIZENS

**Board Action: Receive Information**

Agenda Date: August 4, 2014

Presenter: Glenn Jones

Agenda Item No. 2

Board Action Required: Yes

### **DEPARTMENTAL MATTERS: TAX – RELEASES**

Chief Appraiser, Glenn Jones, will present the routine requests for tax releases contained in Attachment #2 for the Board's approval.

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

Agenda Date: August 4, 2014

Presenter: Timothy Downs

Agenda Item No. 3

Board Action Required: Yes

**DEPARTMENTAL MATTERS: ECONOMIC DEVELOPMENT – REQUEST FOR RESOLUTION TO WITHDRAW FROM NCEAST ALLIANCE**

As of July 1, 2014 North Carolina’s Eastern Region ceased to exist and the new NCEast Alliance, a private not-for-profit regional economic development organization has assumed the role for marketing and business recruitment activities. Previously, this Board stated its intent to take the time to see if other member counties would remain with the Alliance and what the State of North Carolina would do in their economic development reorganization and development of the State's public-private partnership. This information is now becoming more apparent. It has come to our attention, through published media reports, that the NCEast Alliance considers Craven County to be a member. In addition, the NC Eastern Region Board agreed that any county withdrawing from the Alliance can request its portion of the unspent and unencumbered reserve administration/operating funds. Attached is a resolution formally withdrawing Craven County from the NCEast Alliance and requesting its portion of the unspent and unencumbered reserve administration/operating funds. See Attachment #3.

**Board Action: Approve the Resolution.**

Agenda Date: August 4, 2014

Presenter: Stanley Kite

Agenda Item No. 4

Board Action Required: Yes

**DEPARTMENTAL MATTERS: EMERGENCY SERVICES – APPLICATION OF FRIENDLY MEDICAL TRANSPORTATION TO ADVANCE TO PARAMEDIC LEVEL**

Emergency Services Director, Stanley Kite, will present the request and application for Friendly Medical Transportation to advance to the Paramedic Level of Care in Craven County.

The application was submitted to the EMS Advisory Council July 16, 2014 and the EMS Advisory Council approved the application. The Craven County EMS System Medical Director has approved the application. The next step now would be for the Commissioners to approve the application and to authorize the revision of the County EMS System Plan to allow Friendly Medical Transportation to operate in Craven County at the Paramedic Level of Care.

This is additional service to the residents of Craven County and offers additional backup Paramedic Services to the existing EMS System. This action would not require any funding from Craven County.

**Board Action: Approve the application and authorize the revision of the County EMS System Plan**

Agenda Date: August 4, 2014

Presenter: Don Baumgardner

Agenda Item No. 5

Board Action Required: Yes

## DEPARTMENTAL METTERS: PLANNING

### A. PLAN REVIEW FEE UPDATE

Due to pending legislative changes and building code council studies dealing with plan review and the potential impacts it will have with the plan review process, Planning and Inspection staff are recommending that the County not move forward with collecting a fee for completing a plan review.

This fee was approved with proposed estimated revenue sources of \$5,000 during the FY 14/15 budget process with an effective date of 9/1/2014. The Planning & Inspection Departments were not made aware of these pending changes until after the budget was approved.

This presentation is for your information and to ask for the Commissioners' concurrence not to collect a fee at this time until the legislature and the building code council complete their studies. The Planning Department will reconsider this once legislative issues are settled.

**Board Action: Approve deleting the plan review fee from the Planning & Inspections FY14/15 fee schedule.**

### B. SUBDIVISIONS FOR APPROVAL

The Planning Board met on July 24th and recommended the following subdivisions for approval:

#### **Roads End Estates - Final**

- Property is owned by Ernest and June Bryan and surveyed by James C. Simmons, Jr., PLS
- Property is located within Twp. 5 off of Adams Creek Road (SR1700)
- Parcel ID 5-024-013
- Subdivision contains 5 lots on 7.81 acres
- Lots are proposed to be served by existing community water and individual septic systems

**The Lakes @ Antioch Section 1 Phase 2 – Final**

- Property is owned by LRH Development, LLC and surveyed by Brad L. Suitt & Associate's, P.A.
- Property is located within Twp. 2 on Antioch Lakes Road (SR1433)
- Parcel ID 2-028-11000
- Subdivision contains 15 lots on 11.81 acres
- Lots are proposed to be served by existing community water and individual septic systems

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

Agenda Date: August 4, 2014

Presenter: Jennifer Blackmon

Agenda Item No. 6

Board Action Required: Yes

**DEPARTMENTAL MATTERS: HEALTH – BUDGET AMENDMENTS**

Assistant Health Director, Jennifer Blackmon, will present the following budget amendments for approval.

***HEALTH-WIC:*** Provide reimbursement of travel expenses incurred as the result of mandatory Crossroads Rollout Training.

***Health – Dental:*** By contract the dentist will receive 27% of Medicaid MaxCost Settlement in the event that the overall program year is profitable. FY14 revenues over expenditures resulted in \$119,353 profit.

(See Attachment #6)

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

Agenda Date: August 4, 2014

Presenter: Alfreda Stout

Agenda Item No. 7

Board Action Required: Yes

**DEPARTMENTAL MATTERS: SOCIAL SERVICES – BUDGET AMENDMENT**

Assistant Social Services Director, Alfreda Stout, will present the following budget amendment for approval.

***DSS – Senior Program:*** Roll forward unspent funds donated to the Senior Program and Meals Program in FY 2013-14.

(See Attachment #7)

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

Agenda Date: August 4, 2014

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

Agenda Item No. 8

Board Action Required: Yes

## APPOINTMENTS

- A. PENDING
- B. CURRENT
- C. UPCOMING

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

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

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.** (The City of Havelock has not received any interest from citizens, but still working on it.)

NEW BERN PLANNING AND ZONING BOARD

AUTHORIZATION: N.C.G.S. Chapter 160-A, Article 19

MISSION/FUNCTION: Renders final decisions on subdivision approvals, and advisory decisions to the Board of Aldermen on other land use matters.

NUMBER OF MEMBERS:  
10  
\_\_\_\_\_

TYPE:  
9 appointed by New Bern Board of Aldermen  
1 appointed by Craven County Commissioners

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

The Commissioners' appointee must reside in New Bern's extraterritorial jurisdiction area.

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: 1<sup>st</sup> Tuesday of each month

COMPENSATION: No  ; Yes  Specify: \$15 per meeting

**Term(s) expiring:** Velda Whitfield (resigned)

**No applications on file.** (The City Planner has received a name, which he is reviewing and will have the application sent in once received.)

**B. CURRENT APPOINTMENTS**

ADULT CARE HOME ADVISORY COMMITTEE

AUTHORIZATION: N.C.G.S.131D-31

MISSION/FUNCTION: Work to maintain the intent of the Domiciliary Home Residents 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 and disabled adults

NUMBER OF MEMBERS:

9-11

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: \_\_\_\_\_

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

**Term(s) ending:** Laraine Mark (Initial Appointment 2011)  
Tom McDivor (Initial Appointment 2011)  
Ruth Swank (Initial appointment 2011; wishes to continue)

(Board currently has minimum number of members; however, appointments can be made for up to two additional vacancies.)

**Application(s) on file:** Ruth Swank(Attachment # 8.B.)

EMERGENCY MEDICAL SERVICES ADVISORY COUNCIL

AUTHORIZATION: \_\_\_\_\_

MISSION/FUNCTION: Functions as a technical committee of the Board of Commissioners to develop and recommend for approval by the Board of Commissioners standards of care, policies, procedures and actions which will maintain and improve the quality of Emergency Medical Services for Craven County residents.

NUMBER OF MEMBERS: \_\_\_\_\_ TYPE: \_\_\_\_\_  
28 \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_

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

1) Craven County Manager, or designee; 2) Director of Emergency Services; 3) representative from each EMS provider; 4) representative from each authorized First Responder provider; 5) hospital president or designee; 6) County Medical Director; 7) physician nominated by Craven County Medical Society; 8) representative from Communications division; 9) representative nominated by Craven County Firemen’s Association; 10) hospital emergency room supervisor; 11) non-provider affiliated citizen; 12) Community College Dean of Continuing Education; 13) representative nominated by Craven County Law Enforcement Association; \_\_\_\_\_ 14) representative from Naval Hospital at Cherry Point;; 15) ad hoc members to include ECCOG, EMS Director, NCOEMS, and Executive Director of the American Red Cross \_\_\_\_\_

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: Bi-monthly

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

**Terms ending:**

- Chris Cangemi, N.C. Office of Emergency Medical Services (Ad Hoc position)
- Mark Dail, Rhems Fire Department (Appointed 2012; submitted for reappointment)
- James Davis, CarolinaEast (Appointed 2008; submitted for reappointment)
- Doug Ferguson, At-Large (Appointed 2006; submitted for reappointment)
- John Harrell, Bridgeton Rescue (Appointed 2009; submitted for reappointment)
- Joe Hoffman, Craven County Law Enforcement Association (Will submit new name)
- Stanley Koontz, CarolinaEast Medical Director (Appointed 2010; submitted for reappointment)
- Jean Matthews, Cove City Rescue (Appointed 2008; submitted for reappointment)
- Debra Rogers, CarolinaEast E.D. Supervisor (Appointed 2008; submitted for reappointment)
- Nicholas Salter, MCAS Cherry Point (Appointed 2012; submitted for reappointment)
- Ronnie Weems, Fire Association (Will submit new name)
- Rick Zaccardelli, City of Havelock (Appointed 1999; submitted for reappointment)

(See Attachment # 8.B.1.)

**No applications on file.**

**FIRE TAX COMMISSIONERS**

AUTHORIZATION: N.C.G.S. 69-25.5

MISSION/FUNCTION: To serve in an advisory capacity as representatives of the County Commissioners relative to determining the amount of fire protection needed in their respective districts, assuring that district residents are afforded fire protection commensurate with the amount of fire tax paid, and furnishing said protection.

NUMBER OF MEMBERS:

30

\_\_\_\_\_

TYPE:

3 per District

\_\_\_\_\_

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

Must be a qualified voter of the district represented.

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: \_\_\_\_\_

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

**Term(s) ending:** Otto Simmons, Rhems (Appointed 2012 to unexpired term; wishes to be reappointed)

**No applications on file:**

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 a nursing home.

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: Quarterly, beginning in March, third Wednesday, 10:00 a.m.

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

**Term(s) ending:** Britt Bendy (Resigned)  
Deborah Shannon (Appointed 2011; wishes to be reappointed)

**No applications on file.**

**C. UPCOMING APPOINTMENTS**

**September**    Nursing Home Advisory Committee  
Linda Lelli (Appointed 2011)

River Bend Planning Board  
Kelly Forrest (Appointed 2012)

Agricultural Advisory Board  
Johnny Pritchard (Appointed 2011)

**October**        Clean Sweep Committee  
Joan Campbell (Appointed 2011)  
Pat Sager (Appointed 2008)

Firemen's Relief Fund Board of Trustees  
Felix Croom, Ft. Barnwell (Appointed 2008)  
Aaron McLawhorn, Rhems (Appointed 2012)  
Dred Mitchell, Cove City (Appointed 2006)

Fire Tax Commissioners  
William Laughinghouse, No. 7 (Appointed 2002)  
Rolf Maris, Twp. 1 (Appointed 2012)  
Aaron McLawhorn, Rhems (Appointed 2012)  
Joseph Midgette, Twp. 1 (Appointed 2012)

Industrial Facilities Pollution Control Financing Authority  
Fletcher Watts (Appointed 1996)

Agenda Date: August 4, 2014

Presenter: Jim Hicks

Agenda Item No. 9

Board Action Required: Yes

**COUNTY ATTORNEY'S REPORT: ENCROACHMENT AGREEMENT – AIRPORT PROPERTY**

The County, as owner of the Airport property, has received a request from the Coastal Carolina Regional Airport Authority to enter into an encroachment agreement with an adjacent property owner. A copy of the encroachment agreement, with a survey showing the encroachments, are included as Attachment #9.

In essence, the County bought an irregularly-shaped property for the Airport, and the configuration is such that the property extends a narrow strip into the adjacent lands of James and Lori Gray. The Gray's currently own and maintain a metal shed and fence on the Airport property's narrow strip. The encroachment agreement will allow the Grays to permissively maintain the same, but further clarifies that they will be responsible for the upkeep, if removed or destroyed they may not rebuild the same, that they will be responsible for mowing and upkeep of the County's property on the side of the fence closest to their property, and that they will remove the same if necessary for Airport operations or FAA requirements.

**Board Action: Consider Agreement**

Agenda Date: August 4, 2014

Presenter: Jack Veit

Agenda Item No. 10

## **COUNTY MANAGER'S REPORT**

Agenda Date: August 4, 2014

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

Agenda Item No. 11

## **COMMISSIONERS' REPORTS**