

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
TUESDAY, SEPTEMBER 2, 2014
7:00 P.M.**

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

APPROVE MINUTES OF AUGUST 18, 2014 REGULAR SESSION

1. PETITIONS OF CITIZENS
2. ABC BOARD PRESENTATION: Chip Chagnon, Chairman
3. TWP. 7 FIRE/RESCUE EQUIPMENT PURCHASE: Nicholas Armstrong, Chief
4. REQUEST FOR RESOLUTIONS/PROCLAMATION
 - A. NAACP Freedom Fund Banquet
 - B. Luke Martin, Jr. Day
 - C. Military Family of the Quarter

DEPARTMENTAL MATTERS

5. TAX RELEASES AND REFUNDS: Ronnie Antry, Tax Administrator
6. HEALTH – NOTICE OF INTENT TO EXECUTE ASSET PURCHASE AGREEMENT: Scott Harrelson, Health Director
7. SOLID WASTE – STORM DEBRIS CONTRACTS: Rusty Cotton, Solid Waste Director
8. PLANNING
 - A. Request for Contract Agreement – FY12 CDBG Infrastructure: Reed Whitesell, Holland Consulting Planners
 - B. Hurricane Irene HMGP Determination of Fair Compensation, Reed Whitesell
 - C. Subdivision for Approval: Don Baumgardner, Planning Director

9. FINANCE – BUDGET AMENDMENTS: Rick Hemphill, Assistant County Manager, Finance/Administration
10. ACT CONTRACTS: Jack Veit, County Manager
11. APPOINTMENTS
12. COUNTY ATTORNEY'S REPORT: Jim Hicks
13. COUNTY MANAGERS' REPORT: Jack Veit
14. COMMISSIONERS' REPORTS

Agenda Date: September 2, 2014

Presenter: _____

Agenda Item No. 1

Board Action Required: No

PETITIONS OF CITIZENS

Board Action: Receive Information

Agenda Date: September 2, 2014

Presenter: Chip Chagnon

Agenda Item No. 2

Board Action Required: Yes

ABC BOARD PRESENTATION

ABC Board Chairman, Chip Chagnon, will present the annual briefing to the Commissioners, including a request for approval of the ABC Board Travel Policy, which must be renewed annually.

Board Action: Receive information and consider renewing approval of the travel policy.

Agenda Date: September 2, 2014

Presenter: Chief Nicholas Armstrong

Agenda Item No. 3

Board Action Required: No

TWP. 7 FIRE/RESCUE EQUIPMENT PURCHASE

Township 7 Fire/Rescue is requesting to be on the agenda to inform the Commissioners of the intent to purchase a new fire engine that will replace a 26 year old engine. (See Attachment #3) Chief Nicholas Armstrong will make the presentation.

Board Action: Receive information. The agreement does not require the Board's approval, but notification only.

Agenda Date: September 2, 2014

Presenters: _____

Agenda Item No. 4

Board Action Required: Yes

REQUESTS FOR RESOLUTIONS/PROCLAMATION

A. NAACP ANNUAL FREEDOM FUND BANQUET

The Planning Committee for the Freedom Fund Banquet has requested that the Board adopt a congratulatory resolution, as it did last year, to be printed in the program. (See Attachment #4.A)

B. LUKE P. MARTIN, JR. DAY

Attachment #4.B. contains a letter from Tryon Palace requesting a proclamation of September 18, 2014 as Luke P. Martin, Jr. Day in Craven County to coincide with a recognition event being jointly sponsored with the New Bern Historical Society. The attachment also includes a copy of the requested proclamation.

C. MILITARY FAMILY OF THE QUARTER

The Board received a request to adopt the resolution, contained in Attachment #4.C., recognizing the family of Sergeant Mitchell Florea as Military Family of the Quarter.

Board Action: Consider adoption of resolutions/proclamation

Agenda Date: September 2, 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: September 2, 2014

Presenter: Scott Harrelson

Agenda Item No. 6

Board Action Required: Yes

**DEPARTMENTAL MATTERS: HEALTH – NOTICE OF INTENT TO EXECUTE
ASSET PURCHASE AGREEMENT**

Craven County Health Director, Scott Harrelson, will be requesting Board authorization to advertise a public notice of intent to enter into an Asset Purchase Agreement with Pruitt Health for the sale of the Craven County Home Health Agency on September 15, 2014, in accordance with GS Sec. 131E-13(d)(7).

Board Action: Consider authorization to advertise public notice of intent to enter into agreement.

Agenda Date: September 2, 2014

Presenter: Rusty Cotton

Agenda Item No. 7

Board Action Required: Yes

DEPARTMENTAL MATTERS: SOLID WASTE – STORM DEBRIS CONTRACTS

The Solid Waste staff is requesting that the Board of Commissioners approve and execute a one year extension on contracts with Disaster Debris Removal and Clearance Services and Disaster Debris Monitoring Services to avoid a lapse in coverage during the 2014 hurricane season. Prior to the next hurricane season, staff intends to go out for bids on new contracts.

In addition to this request, Solid Waste Director, Rusty Cotton, will update the Board on the status of mulch piles generated by Hurricane Irene.

Mr. Cotton's memorandum and copies of the two contract extension documents appear as Attachment #7.

Board Action: Consider approval and execution of contracts.

Agenda Date: September 2, 2014

Presenters: Reed Whitesell & Don Baumgardner

Agenda Item No. 8

Board Action Required: Yes

DEPARTMENTAL MATTERS: PLANNING

A. REQUEST FOR CONTRACT AMENDMENT – FY12 CDBG (COMMUNITY DEVELOPMENT BLOCK GRANT) INFRASTRUCTURE

Holland Consulting Planners is requesting a contract amendment in the amount of \$23,900.00 to the existing contract. Please see the letter contained in Attachment #8.A.

Board Action: Vote to approve FY12 CDBG Infrastructure Administration Contract Amendment in the amount of \$23,900.00.

B. HURRICANE IRENE HMGP DETERMINATION OF FAIR COMPENSATION

Craven County has received funding through the Hazard Mitigation Grant Program (HMGP) to acquire two (2) residential structures that were included on the county's list of Severe Repetitive Loss Properties.

The final property located at *1306 Kinston St., New Bern* was appraised by the program's contracted appraiser, LaVigne Appraisals on August 5, 2014. The appraisal valued the property at \$107,000 (current market value).

At this point in the process the County must establish fair compensation for the property which is based on our current appraisal.

Once the Resolution of Just Compensation and Determination of Fair Compensation, shown in Attachment #8.B is adopted, the next step will be to prepare the 1st Written Purchase Offer which will be based on the compensation of \$107,000.

Board Action: Vote to approve Resolution of Just Compensation and Determination of Fair Compensation.

C. SUBDIVISION FOR APPROVAL

The Planning Board met on August 28th and recommended the following subdivision for approval:

Rodger L. Pinkham – Final

- Property is owned by Rodger Lee Pinkham and surveyed by Mayo and Associates, P.A.
- Property is located within Twp. 1, on Bear Hole Road (SR 1448)
- Parcel ID 1-063-10000
- Subdivision contains 2 lots on 3.352 acres
- Proposed lots are to be served by existing community water
- Lot 1 is to be served by an individual septic system
- Lot 2 has an existing individual septic system

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

Agenda Date: September 2, 2014

Presenter: Rick Hemphill

Agenda Item No. 9

Board Action Required: Yes

DEPARTMENTAL MATTERS: FINANCE – BUDGET AMENDMENTS

Assistant County Manager for Finance/Administration, Rick Hemphill, will present the following budget amendments for the Board's approval. (See Attachment #9)

Amendments: Elections – Need to budget the transfer of funds from the Capital Reserve to the General fund for the purchase of Election equipment. The total amount needed is \$ 275,346.

Volunteer Fire Depts – Need to budget \$ 2,145 in additional fire dept funds to cover shortages in Volunteer Fire Department's worker's compensation lines. VFIS invoice dated 08/13/14 is for \$ 85,792.

Cooperative Extension/EFNEP– Expanded Food and Nutrition Education Program (EFNEP) had \$ 4,554 available to spend in fiscal year 2014. Of the available funds, \$ 1,488 remained unspent on June 30, 2014. Those funds need to be carried over and budgeted for fiscal year 2015.

Cooperative Extension/SHIIP – Senior Health Insurance Information Program was budgeted to receive \$ 4,000 in grant funds for fiscal year 2015. Have learned that actual amount to be received from NC Dept of Insurance is \$3,105. Need to reduce the revenue and appropriate expenditure lines by \$ 895.

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

Agenda Date: September 2, 2014

Presenter: Jack Veit

Agenda Item No. 10

Board Action Required: Yes

ACT CONTRACTS

As has been discussed with the Board previously, Attachment #10 contains the final ACT (Allies for Cherry Point's Tomorrow) agreements, which will be presented by County Manager, Jack Veit.

Board Action: Consider agreements for approval.

Agenda Date: September 2, 2014

Presenter: _____

Agenda Item No. 11

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: 3rd 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: 1st Tuesday of each month

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

Term(s) expiring: Velda Whitfield (resigned)

Application(s) on file: The City Planner has submitted a letter requesting the appointment of Haron Beatty of 4600 Highway 17 South.
(See Attachment # 11.A.)

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:

28

TYPE:

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 Eastern Carolina Council of Governments, EMS Director, NC Office of Emergency Medical Services, and Executive Director of the American Red Cross

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: Bi-monthly

COMPENSATION: No Yes Specify: _____

Terms ending:

Joe Hoffman, Craven County Law Enforcement Association (Will submit name)

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 an adult care 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)

No applications on file.

B. CURRENT APPOINTMENTS

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 Specify: _____

Term(s) ending: Linda Lelli (Appointed 2011)

No applications on file.

RIVER BEND PLANNING BOARD (Extraterritorial Jurisdiction)

AUTHORIZATION: NCGS 160A-362

MISSION/FUNCTION: _____

NUMBER OF MEMBERS: _____

1

TYPE:

Resident of River Bend's ETJ Area

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

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: _____

COMPENSATION: No Yes Specify: _____

Term ending: Kelly Forrest (Appointed 2012)

Application on file: Correspondence from Mayor Kirkland requesting that she be reappointed.
(See Attachment #11.B.)

AGRICULTURAL ADVISORY COMMITTEE

AUTHORIZATION: Local Ordinance

MISSION/FUNCTION: Administer provision of the Craven County Voluntary Agricultural District Ordinance and perform other agricultural related tasks or duties assigned by the Craven Count Board of Commissioners.

NUMBER OF MEMBERS:
9

TYPE:
(See qualifications)

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):
1) resident of area Township representing; 2) agricultural landowner; 3) actively and directly involved in agricultural production on at least 10 acres of farmland 4) special interest, experience, or education in agriculture and/or rural land preservation

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: At the call of the Chairperson

COMPENSATION: No Yes Specify: _____

Term ending: Johnny Pritchard (Appointed 2011)

Applications on File: A replacement is being requested for Mr. Pritchard, who has not participated, and the Advisory Board has a nominee in mind (See Attachment #11.B.1)

C. UPCOMING APPOINTMENTS

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: September 2, 2014

Presenter: Jim Hicks

Agenda Item No. 12

COUNTY ATTORNEY'S REPORT

Agenda Date: September 2, 2014

Presenter: Jack Veit

Agenda Item No. 13

COUNTY MANAGER'S REPORT

Agenda Date: September 2, 2014

Presenter: _____

Agenda Item No. 14

COMMISSIONERS' REPORTS