

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, NOVEMBER 3, 2014
7:00 P.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

APPROVE MINUTES OF OCTOBER 20, 2014 REGULAR SESSION

1. PUBLIC HEARING ON CONVEYANCE OF REAL PROPERTY FOR ECONOMIC DEVELOPMENT PURPOSES
2. PETITIONS OF CITIZENS

DEPARTMENTAL MATTERS

3. TAX – RELEASES AND REFUNDS: Ronnie Antry, Tax Administrator
4. PLANNING: Don Baumgardner, Planning Director
 - A. Request to Set Public Hearing for FY12 – CDBG Scattered Site Closeout
 - B. Subdivision for Approval
5. PUBLIC BUILDINGS: Gene Hodges, Assistant County Manager – Facilities/Operations
 - A. Tax Administration Offices
 - B. Emergency Operations Center
6. APPOINTMENTS
7. COUNTY ATTORNEY'S REPORT: Jim Hicks
8. COUNTY MANAGER'S REPORT: Jack Veit
9. COMMISSIONERS' REPORTS

Agenda Date: November 3, 2014

Presenter: _____

Agenda Item No. 1

Board Action Required: No

**PUBLIC HEARING ON CONVEYANCE OF REAL PROPERTY FOR
ECONOMIC DEVELOPMENT PURPOSES**

The Board will need to go into public hearing, as advertised, to receive public comment on the proposed conveyance of real property for economic development purposes. (See Attachment #1)

Board Action: Receive Information

Agenda Date: November 3, 2014

Presenter: _____

Agenda Item No. 2

Board Action Required: No

PETITIONS OF CITIZENS

Board Action: Receive Information

Agenda Date: November 3, 2014

Presenter: Ronnie Antry

Agenda Item No. 3

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 #3 for the Board's approval.

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

Agenda Date: November 3, 2014

Presenter: Don Baumgardner

Agenda Item No. 4

Board Action Required: Yes

DEPARTMENTAL MATTERS: PLANNING

A. REQUEST TO SET PUBLIC HEARING FOR FY12 – CDBG SCATTERED SITE (SS) CLOSEOUT

The Craven County Planning Department will request that the Board set a closeout public hearing on November 17th at 8:30 a.m. to hear public comments regarding the budget and housing rehabilitation activities that have been accomplished through the county's FY12 CDBG-SS Program. The program activities are complete and the county is beginning the process of closing out the program.

Board Action: Set a public hearing for the November 17th Commissioner's meeting.

B. SUBDIVISION FOR APPROVAL

The Planning Board met on October 23rd and recommended the following subdivision for approval:

King Creek Phase Two – Final

- Property is owned by Coastal Piedmont Developers, LLC and surveyed by Herbert J. Nobles Jr., PLS and engineered by Thomas Engineering, PA
- Property is located within Twp. 5, on King Creek Dr.
- Parcel ID 5-006-001-A
- Subdivision contains 16 lots on 7.70 acres
- Lots proposed are to be served by county water and individual septic systems
- Proposed road name – Stephen Court

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

Agenda Date: November 3, 2014

Presenter: Gene Hodges

Agenda Item No. 5

Board Action Required: Yes

DEPARTMENTAL MATTERS: PUBLIC BUILDINGS

A. TAX ADMINISTRATION OFFICES

In 2011, the Board of Commissioners directed the Tax Administrator to advance the general revaluation of property to January 2016. This has required the creation and recruitment of appraisal and data entry positions that are key to the completion of this function. The additional personnel necessitate building a new office in the Appraisal section of the Tax Administration building. We requested quotes from three contractors to build an 11' X 10' office in the existing GIS workroom (See [attachment #5.A](#)). The quotes ranged from \$5,995 to \$7,850 with R. Brown Electric and General Construction being the lowest price.

Board Action: Receive Information

B. EMERGENCY OPERATIONS CENTER

Also in 2011, the Board of Commissioners approved the adaptive reuse and remodel of the old Jail and Sheriff's Offices into a combined Emergency Operations and 911 Center. This building opened in April 2014. After Hurricane Arthur in July 2014, Craven County staff held a debriefing meeting to discuss the event and evaluate our response. One after action was to conduct an analysis of the electrical infrastructure in the building to determine if there were any areas that the building could be vulnerable during a prolonged power outage. After performing this analysis, it was determined that additional infrastructure is needed in order to ensure that secondary generator power can be used to operate the Center.

Included in the FY2015 budget, in the amount of \$22,450, is the replacement of the Automatic Transfer Switch (ATS). The ATS is the device that will turn on the building generator when the utility power is not coming into the building. This device has a known useful life and it would have required replacement regardless of how the building was being used.

The infrastructure deficit was realized when we analyzed the secondary backup generator connection to the building. When a known event is predicted, as part of our preparations, we rent a portable backup generator to use in the event the main building generator fails. The connection is only wired and sufficient to power the 911 Center. The Data Center on the 3rd Floor is not connected to this secondary backup generator.

This would render the communications and computer systems inoperable in a catastrophic situation. This connection does not exist because a different power circuit from within the building was used to provide the needed power in the Data Center. This different power circuit was not a part of the portable generator connection wiring. A diagram is attached to help explain these connections.

We requested three quotes for the ATS replacement and generator tap installation from local electrical contractors. The quotes for the ATS replacement ranged from \$17,422 to \$25,750 and the quotes for the generator tap installation range from \$19,619 to \$23,500. R. Brown Electric, Inc. was the lowest quote on each job.

A Budget Amendment in the amount of \$25,000 is being requested in order to contract with R. Brown Electric in order to complete each of these projects.
(See Attachment #5.B)

Board Action: Receive information and approve the budget amendment, which includes both projects. A roll call vote will be needed to approve the budget amendment.

Agenda Date: November 3, 2014

Presenter: _____

Agenda Item No. 6

Board Action Required: Yes

APPOINTMENTS

- A. PENDING
- B. 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.)

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

Applications on file: Joe Hofman (Attachment # 6.A.)

CRAVEN AGING PLANNING BOARD

AUTHORIZATION: Bylaws

MISSION/FUNCTION: To provide a comprehensive assessment of the needs and opportunities associated with older adults; an achievable vision of successful aging. Craven County based programs for the support of and investment in older adults and their families, including a system of care for high-risk older adults; and policy strategies for maximizing the functional independence and quality of life of older adults and their families consonant with their wishes and desires.

Serves as the sole policy formulation board concerning aging programs on behalf of the Craven County Board of Commissioners.

NUMBER OF MEMBERS:

18

TYPE:

Agency - 10
Local Government - 3
Client/Caregiver - 2
Senior Representative - 3

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

Representative of senior population (60+ years of age), client representative (caretaker of an older adult, employed by or volunteering for senior service provider) or representative of one of the following agencies or government entities: Craven County DSS, Craven County Health, Carolina East Medical Center, CARTS, Employment Security Commission, Neuse Center, Coastal Community Action, Legal Aid of North Carolina, Senior Tarheel Legislature, Craven County Commissioners, Craven County Manager, Council of Governments.

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: Fourth Thursday of every second month, beginning in January, at 1:30 p.m. in the Craven County Administration Building

COMPENSATION: No Yes Specify: _____

Terms ending: Paula Lassiter, Public, At-Large Representative (resigned)

Application on file: Ernest Richardson (Attachment #6.A.1.)

INDUSTRIAL FACILITIES POLLUTION CONTROL FINANCING AUTHORITY

AUTHORIZATION: Bylaws

MISSION/FUNCTION: _____

NUMBER OF MEMBERS: _____

7 _____

TYPE:

Qualified electors

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

LENGTH OF TERMS: 6 Years

MEETING SCHEDULE: Annual Meeting on 2nd Tuesday in October; otherwise, as needed

COMPENSATION: No : Yes Specify: _____

Terms ending: Fletcher Watts (Appointed 1996)
Robert Lewis (incapacitated)
Dell Ipock (expired 2011; was on agenda indefinitely; no replacement found)
Charles Dees (Initial appointment 2000)
Gary Essex (initial appointment 2001)

B. UPCOMING APPOINTMENTS

November None

December

Commissioners' Appointments

Clean Sweep Committee: Cherry Sanders (Initial Appointment 2011)

CRSWMA: Joe Fogelman (Initial Appointment 2011)

Health Board: Paul Gaskins, Public (Initial Appointment 2008)
Rosanne Leahy, Nurse (Initial Appointment 2008)
Trey Paul, Pharmacist (Initial Appointment 2008)
Ronald Preston, Physician (Initial Appointment 2011)

Cove City Library: William Jones (Initial Appointment 2003)

Regional Library: Esther Hardin (Initial Appointment 2003)

Agenda Date: November 3, 2014

Presenter: Jim Hicks

Agenda Item No. 7

COUNTY ATTORNEY'S REPORT

Agenda Date: November 3, 2014

Presenter: Jack Veit

Agenda Item No. 8

COUNTY MANAGER'S REPORT

Agenda Date: November 3, 2014

Presenter: _____

Agenda Item No. 9

COMMISSIONERS' REPORTS