

**AGENDA  
CRAVEN COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
MONDAY, FEBRUARY 2, 2015  
7:00 P.M.**

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

APPROVE MINUTES OF JANUARY 20, 2015 REGULAR SESSION

1. PETITIONS OF CITIZENS

DEPARTMENTAL MATTERS

2. HUMAN RESOURCES – SET SALARY OF SHERIFF: Amber Parker, Human Resources Director

3. SOCIAL SERVICES – BUDGET AMENDMENTS: Alfreda Stout, Assistant Social Services Director

4. TAX: Ronnie Antry, Tax Administrator  
A. Releases and Refunds  
B. Report of Unpaid 2014 Taxes

5. FACILITIES/OPERATIONS – SECURITY CONCERNS AT HUMAN SERVICES BUILDING: Gene Hodges, Assistant County Manager, Facilities/Operations

6. PLANNING: Don Baumgardner, Planning Director  
A. Request to Set Public Hearing for Private Road Naming  
B. Tall Structure for Approval  
C. Subdivision for Approval

7. APPOINTMENTS

8. COUNTY ATTORNEY'S REPORT: Jim Hicks
9. COUNTY MANAGER'S REPORT: Jack Veit
10. COMMISSIONERS' REPORTS

Agenda Date: February 2, 2015

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

Agenda Item No. 1

Board Action Required: No

## **PETITIONS OF CITIZENS**

Agenda Date: February 2, 2015

Presenter: Amber Parker

Agenda Item No. 2

Board Action Required: Yes

**DEPARTMENTAL MATTERS: HUMAN RESOURCES – SET SALARY OF SHERIFF**

As authorized by North Carolina General Statute 153A-92, the Craven County Board of Commissioners may adjust salaries, allowances and other compensation for the Sheriff and Register of Deeds positions. The Craven County Board of Commissioners set the starting salary for the Sheriff position as \$71,890 on January 21, 2014 more than fourteen (14) days prior to the last day for filing notice of candidacy for the office. Following the election and after the successful candidate takes office, the Commissioners retain the right to adjust the minimum starting salary upward in accordance with the years of related experience held by the successful candidate.

Based upon the years of related experience held by the successful candidate, Jerry Monette, the Sheriff's salary is recommended to be set at \$95,190 effective the date the Sheriff was sworn into office, December 1, 2014. This is the same salary set by the Craven County Board of Commissioners for Sheriff Monette prior to December 1, 2014.

The County Manager recommends the Board set the Sheriff's salary at \$95,190 effective December 1, 2014.

**Board Action: Vote to set Sheriff's salary based upon years of related experience.**

Agenda Date: February 2, 2015

Presenter: Alfreda Stout

Agenda Item No. 3

Board Action Required: Yes

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

Assistant Social Services Director, Alfreda Stout, will present the following budget amendments:

1. *Income Maintenance Staff & Overhead* – Budget \$70,125 for Capital Outlay and Supplies
2. *Income Maintenance Staff & Overhead* – Budget \$115,500 for contractual employee.

A detailed justification is shown in Attachment #3.

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

Agenda Date: February 2, 2015

Presenter: Ronnie Antry

Agenda Item No. 4

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 #4.A. for the Board's approval.

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

### B. REPORT OF UNPAID 2014 TAXES

Mr. Antry will present to the Board on February 2, 2015 the amount of 2014 taxes that remain unpaid which are a lien upon real estate. NCGS 105-369(a) requires this report.

This statute also requires the Board to order him to advertise in a newspaper of general circulation in the County the tax liens for 2014. The Board is requested to authorize that the liens be advertised in The Sun Journal on April 13, 2013.

**Board Action: Authorize advertisement of liens.**

Agenda Date: February 2, 2015

Presenter: Gene Hodges

Agenda Item No. 5

Board Action Required: Yes

**DEPARTMENTAL MATTERS: FACILITIES/OPERATIONS – SECURITY CONCERNS  
AT HUMAN SERVICES BUILDING**

At the November 17, 2014 Craven County Board of Commissioners meeting, Social Services Director Kent Flowers presented a request from the Social Services Board that the Board of Commissioners consider a weapon ban in County buildings. The Board of Commissioners directed the County Manager to research the costs associated with armed security in the Human Services complex. At the January 20, 2015 Board of Commissioners' Work Session, the information pertaining to costs associated with armed security was presented to the Board of Commissioners, and is included again here in Attachment #5. At the conclusion of this presentation and discussion, the Board requested that this item be brought forward at the Board's next regular meeting.

**Board Action: Receive the information and provide direction to staff.**

Agenda Date: February 2, 2015

Presenter: Don Baumgardner

Agenda Item No. 6

Board Action Required: Yes

## DEPARTMENTAL MATTERS: PLANNING

### A. REQUEST TO SET PUBLIC HEARING FOR PRIVATE ROAD NAMING

Planning Director, Don Baumgardner, will present a request to set a public hearing for March 2nd, 2015 to hear comments regarding the request to name two private drives for the reason of emergency response. The private drives are located in Township 2 off of Broad Creek Rd. Seventy five percent of the property owners have signed the petition which meets the requirements of our ordinance. (See Attachment #6.A)

**Board Action: Request to set a public hearing for the March 2nd meeting.**

### B. TALL STRUCTURE FOR APPROVAL

The Planning Board has recommended the following cell tower for approval. Approval by the Commissioners is required before issuance of construction permits.

#### **Applicant: US Cellular**

Location: 1090 Wintergreen Rd.

Project Description: Wireless Communication Facility

Tower Type: 300' Self-Support Tower with equipment shelter and generators

#### Tower Review Assessments:

- Seymour Johnson AFB: No significant impact to their airspace or Military Training Routes
- MCAS Cherry Point: No impact or concerns with the proposal
- Coastal Carolina Airport: No significant impact to the airport operations
- Planning Staff: Tower meets all ordinance requirements for approval

**Action: A vote to approve the cell tower is needed.**

C. SUBDIVISION FOR APPROVAL

The Planning Board met on January 22nd and recommended the following subdivision for approval:

**Mable Gaskins – Final**

- Property is owned by Mable Gaskins, surveyed by Joseph T. Chance, PLS
- Property is located within Twp. 1, on US 17 Hwy
- Subdivision contains 1 lot on 1.99 acres
- Lot is proposed is to be served by community water and an individual septic system

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

Agenda Date: February 2, 2015

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

Agenda Item No. 7

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.)

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 2<sup>nd</sup> Tuesday in October; otherwise, as needed

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

**Terms ending:** Fletcher Watts (Appointed 1996)  
Dell Ipock (expired 2011)  
Charles Dees (Initial appointment 2000)  
Gary Essex (initial appointment 2001)

**No application(s) on file.**

CRAVEN COUNTY COMMUNITY CHILD PROTECTION TEAM

AUTHORIZATION: NCGS 7B-1406

MISSION/FUNCTION: To respond to child protection needs before a child is harmed by taking action to identify and address gaps or deficiencies in services and resources through the annual report to the County Board of Commissioners, collaboration with community partners, promoting public awareness and advocating for action that addresses the child protection needs of each county.

NUMBER OF MEMBERS:  
11-16

TYPE:  
DSS Director, DSS staff member, law enforcement officer, attorney from DA's office, executive director of local community action agency, public School superintendent or designee, member of DSS Board, mental health professional, Guardian ad Litem Coordinator, Public Health Director, local health care provider, EMS/firefighter, District Court Judge, Commissioners appointees from other county agencies or community at-large

QUALIFICATIONS: Stated above.

LENGTH OF TERMS: As set by respective agencies, position and Commissioners'

MEETING SCHEDULE: Quarterly; January, April, July, October

**Terms ending:** Mary Mallard (Dept. of Juvenile Justice; appointed 2012; **reappointment requested**)  
Dawn McCabe (Health Dept.; appointed 2012; **reappointment requested**)  
Deb Rogers (Medical Examiner; appointed 2012; **mandated position**)  
Alfreda Stout (DSS; appointed 2012; **mandated position**)  
Amy Bryant (ECBH; appointed 2012; **new co-chair; requesting reappointment**)

**No applications on file.**

**B. CURRENT APPOINTMENTS**

CRAVEN COUNTY CLEAN SWEEP COMMITTEE

AUTHORIZATION: Bylaws

MISSION/FUNCTION: To eliminate littering and promote recycling through education and ordinance enforcement.

NUMBER OF MEMBERS:

15

\_\_\_\_\_

\_\_\_\_\_

TYPE:

Civic, neighborhood, municipal, industrial business, schools

\_\_\_\_\_

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

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: 3<sup>rd</sup> Wednesday of the months of March, June, September and December

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

**Term(s) ending:**

- Bob Adams (Appointed 2012; replacement needed)
- Connie Adams (Appointed 2012; replacement needed)
- Eddie Games (Appointed 2012; reappointment requested)
- Debbie Kirkman (Appointed 2012; reappointment requested)

**No applications on file.**

FIREMEN'S RELIEF FUND BOARD OF TRUSTEES

AUTHORIZATION: NCGS 58-84-30

MISSION/FUNCTION: To safeguard firefighters in active service and dependent members of their families from financial loss resulting from sickness, injury or loss of life suffered while in performance of his or her duties as a firefighter.

NUMBER OF MEMBERS:  
5 per department

TYPE:  
2 appointed by Board of Commissioners; 2 appointed by the department; 1 appointed by Commissioner of Insurance

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

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: As necessary

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

**Term(s) ending:** Carl Jarman (Twp. #9; appointed 2013)  
Billy Joiner (West New Bern; appointed 2011)  
Theron McCabe (Harlowe; appointed 1999)  
Roger Wetherington (Twp. #9; appointed 2013)

**Reappointment is requested for all.**

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

**Term(s) ending:**

- Dallas Ray Brown (Appointed 2013)
- Howard Carrier (Twp. #9; appointed 2013)
- Marjorie Gonzalez (Twp. #9; appointed 2013)
- Martin Hernandez (Twp. #6; appointed 2013)
- Chris Register (Twp. #9; appointed 2013)
- Trudy Williams (Tri-Community; appointed 2012)

**Reappointment is requested for all with exception of Trudy Williams (still awaiting a response from Tri-Community).**

## C. UPCOMING APPOINTMENTS

### March

Child Protection Team: Kent Flowers (DSS; appointed 2006; **mandated position**)

EMS Advisory Committee: Crystal Davis (Appointed 2011)

Firemen's Relief Fund: Keith Morris (Twp. 1; appointed 2013)  
Dennis Smith (No. 1; appointed 2013)

Fire Tax Commissioners: Tommy Cowen (Twp.1; appointed 2013)  
Ed Dozier (Twp. 5; appointed 2013)  
Sammy Lilly (Twp. 1; appointed 2013)  
Ronald Pate (Twp. 1; appointed 2013)  
James Smith (Twp. 3; appointed 2006)  
Howard Spence (Swift Creek; appointed 2011)

Agenda Date: February 2, 2015

Presenter: Jim Hicks

Agenda Item No. 8

## **COUNTY ATTORNEY'S REPORT**

A. Offer to Purchase Real Property – 2501 New Bern Avenue (#8-037-090).

The County and City have received an offer in the amount of \$1,700.00 for this property, which was acquired through a tax foreclosure. The total taxes and costs that were foreclosed on were \$1,729.16. The current tax value is \$8,500.00. Attached are a copy of the offer to purchase, bid deposit, deed, and GIS information. The City will consider this request at a subsequent meeting.

Should the Board accept this offer, and subject to approval by the City, then the property will then be advertised for upset bids in accordance with General Statutes. Once no further upset bids are timely received, the County and City may accept or reject the final offer.

B. Final Acceptance – Offer to Purchase Real Property – Tuscarora Rhems Road (#9-039-020).

The County previously received and tentatively approved an offer in the amount of \$1,500.00 for this property, which was acquired through a tax foreclosure. The total taxes and costs that were foreclosed on were \$1,456.24. The current tax value is \$2,700.00. The offer was advertised, and there were no upset bids. It is recommended that the Board give final approval of the sale.

Agenda Date: February 2, 2015

Presenter: Jack Veit

Agenda Item No. 9

## **COUNTY MANAGER'S REPORT**

Agenda Date: February 2, 2015

Presenters: \_\_\_\_\_

Agenda Item No. 10

## **COMMISSIONERS' REPORTS**