

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, APRIL 20, 2015
8:30 A.M.**

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

1. CONSENT AGENDA
 - A. Minutes of April 6, 2015
 - B. Tax Releases
2. DENTAL PRESENTATION: Dr. Elizabeth Swicegood, Dentist and Scott Harrelson, Health Director
3. JUVENILE CRIME PREVENTION COUNCIL (JCPC) FUNDING ALLOCATIONS: Jennifer Knight, Chair
4. REQUEST BY DEPARTMENT OF TRANSPORTATION TO RELOCATE GRAVES: Kaye Baggett, Right-of-Way Agent
5. VANCEBORO VOLUNTEER FIRE DEPARTMENT REQUEST TO PURCHASE BRUSH TRUCK: Perry Morris, President
6. RESOLUTION OF SUPPORT FOR AN ALTERNATIVE GOVERNANCE STRUCTURE FOR THE AREA AUTHORITY SERVING CRAVEN COUNTY
7. "LESS MEANS MORE" PRESENTATION: Linda Staunch, Chair

DEPARTMENTAL MATTERS

8. CARTS – REQUEST TO APPROVE UPDATED SAFETY AND SECURITY PROGRAM PLAN: Gene Hodges, Interim CARTS Director; Kelly Walker, Transportation Coordinator; Phyllis Toler, CARTS Advisor
9. HEALTH – BUDGET AMENDMENTS: Jennifer Blackmon, Human Services Deputy Director

10. JAIL – MEDICAL BUDGET AMENDMENT: Captain Lee Thomas, Jail Administration
11. SOLID WASTE – MOBILE ELECTRONICS RECYCLING PROGRAM: Rusty Cotton, Solid Waste Director
12. PLANNING: Don Baumgardner, Planning Director
 - A. Request to Set Public Hearing for the Adoption of the Pamlico Sound Regional Hazard Mitigation Plan
 - B. Request to Adopt the Flood Mitigation Assistance Project Budget Amendment and Ordinance
 - C. Consideration of Ordinance changes proposed at the regular session of April 6.
13. ADMINISTRATION
 - A. Request for Appointment of Deputy Clerk
 - B. Review of Bids for Animal Shelter Expansion: Gene Hodges, Assistant County Manager, Facilities/Operations
14. EMERGENCY SERVICES
 - A. Budget Amendment – Fire Department Insurance: Rick Hemphill, Assistant County Manager, Finance/Administration
 - B. Request to Set Public Hearing to Amend Ambulance Ordinance: Jack Veit, County Manager
15. NOISE ORDINANCE DISCUSSION: Jim Hicks, County Attorney and Jack Veit, County Manager
16. APPOINTMENTS
17. COUNTY ATTORNEY'S REPORT: Jim Hicks
18. COUNTY MANAGER'S REPORT: Jack Veit
19. COMMISSIONERS' REPORTS

Agenda Date: April 20, 2015

Presenter: _____

Agenda Item No. 1

Board Action Required or Considered: Yes

CONSENT AGENDA

A. MINUTES OF APRIL 6, 2015

The Board will be asked to approve the regular session minutes of April 6, 2015.

B. TAX RELEASES

Craven County Tax Administrator, Ronnie Antry, presented the routine requests for tax releases contained in Attachment #1.B for the Board's approval.

Board Action: A roll call vote is needed to approve the consent agenda items.

Agenda Date: April 20, 2015

Presenters: Scott Harrelson, Dr. Elizabeth Swicegood

Agenda Item No. 2

Board Action Required or Considered: No

DENTAL PRESENTATION

The Board requested a presentation on the Health Department's dental program. Health Director, Scott Harrelson, and Dentist for the department, Dr. Swicegood, will make the presentation.

Board Action: Information only

Agenda Date: April 20, 2015

Presenter: Jennifer Knight

Agenda Item No. 3

Board Action Required or Considered: Yes

JUVENILE CRIME PREVENTION COUNCIL (JCPC) FUNDING ALLOCATIONS

Jennifer Knight, Chair, will present the Council's recommendations for funding allocations as they appear in Attachment #3.

Board Action: A vote to approve the recommended allocations is needed.

Agenda Date: April 20, 2015

Presenter: Kaye Baggett

Agenda Item No. 4

Board Action Required or Considered: Yes

REQUEST BY DEPARTMENT OF TRANSPORTATION TO RELOCATE GRAVES

Kaye Baggett, Right-of-Way Agent, Department of Transportation, will present a request for the relocation of three graves currently located in a farm field in Jones County. Greenleaf Memorial Cemetery in Craven County has been chosen as the place the remains will be re-interred. Because the new location is in Craven County, NCDOT requires a resolution from the Craven County Board of Commissioners allowing NCDOT to reinter the graves. The Jones County Board of Commissioners has been contacted for a resolution allowing removal of the graves from their present location. Attachment #4 contains the plans and a resolution regarding the graves relocation in conjunction with the Highway 17 bypass project in Jones and Onslow Counties.

Board Action: Adopt resolution appearing as Attachment #4 to approve the re-interment of three graves in Craven County.

Agenda Date: April 20, 2015

Presenter: Perry Morris

Agenda Item No. 5

Board Action Required or Considered: No

VANCEBORO VOLUNTEER FIRE DEPARTMENT REQUEST TO PURCHASE BRUSH TRUCK

Perry Morris, Vanceboro Fire President, will present a request on behalf of the Department to purchase a new Brush Truck. The Department has received a \$10,000 grant from Weyerhaeuser and, with other savings, will pay for the vehicle with no financing.

Board Action: Receive information only

Agenda Date: April 20, 2015

Presenter: _____

Agenda Item No. 6

Board Action Required or Considered: Yes

**RESOLUTION OF SUPPORT FOR AN ALTERNATIVE GOVERNANCE STRUCTURE
FOR THE AREA AUTHORITY SERVING CRAVEN COUNTY**

At the Board's meeting on March 16, Dave Peterson of East Carolina Behavioral Health presented a proposal for the governance structure for the area authority. At that time the Board had a significant amount of questions for discussion. Subsequently, Mr. Peterson joined the Board at its Special Session of March 27 to make clarifications and to satisfy the Board's concerns.

Board Action: Approve resolution appearing as Attachment #6.

Agenda Date: April 20, 2015

Presenter: Linda Staunch

Agenda Item No. 7

Board Action Required or Considered: No

“LESS MEANS MORE” PRESENTATION

Linda Staunch, Chair of Craven County’s water conservation initiative, will update the Board.

Board Action: Information only

Agenda Date: April 20, 2015

Presenters: Gene Hodges, Kelly Walker, Phyllis Toler

Agenda Item No. 8

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: CARTS – REQUEST TO APPROVE UPDATED SAFETY AND SECURITY PROGRAM PLAN

The Safety and Security Program Plan (SSPP) is required to be updated as changes occur and an annual review is required to assure all information is current. The annual review and updates must be adopted by the Board. This plan revision has been approved by the North Carolina Department of Transportation/Public Transportation Division (NCDOT/PTD) as meeting all SSPP requirements. We are asking for Board approval of the CARTS SSPP plan revised April 2015. Once approved by the Board, the plan will be submitted to the NCDOT/PTD. This is a process that CARTS will be required to repeat annually (See Attachment #8).

Board Action: Receive plan and vote for its approval.

Agenda Date: April 20, 2015

Presenter: Jennifer Blackmon

Agenda Item No. 9

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: HEALTH – BUDGET AMENDMENTS

Jennifer Blackmon, Human Services Deputy Director, will present two (2) budget amendments contained in Attachment #9 for the Board's approval.

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

Agenda Date: April 20, 2015

Presenter: Capt. Lee Thomas

Agenda Item No. 10

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: JAIL – MEDICAL BUDGET AMENDMENT

Captain Lee Thomas, Jail Administration, will present the budget amendment contained in Attachment #10 for the Board's approval.

This budget amendment will cover the cost of inmate medical expenses through the end of the current fiscal year. In the past year Craven County Jail has housed an inmate with a life threatening illness.

The inmate is charged with a felony offense and his bond is set at \$500,000. So far treatment for his illness has cost \$125,000 with additional future high cost expectations. This budget amendment will fund this line item through FY end and provide for regular contract payments to Southern Health Partners as well as future expenses related to housing this specific inmate.

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

Agenda Date: April 20, 2015

Presenter: Rusty Cotton

Agenda Item No. 11

Board Action Required or Considered: No

**DEPARTMENTAL MATTERS: SOLID WASTE – MOBILE ELECTRONICS
RECYCLING PRORAM**

Recently Commissioners have asked about expansion of our Electronics Recycling Program in Craven County. We currently have one permanent Electronics Recycling location, which is housed at our Monette's Convenience Center located at 4001 Old Cherry Point Rd. This permanent site is centrally located in Craven County and has existing infrastructure to house the electronics while it is sorted and stacked on pallets for shrink wrapping. We store these electronics until there is enough for a shipment which is approximately (24) pallets. CRT's/TV's and Monitors with tubes are shipped to a separate location than LED's and peripherals. There is a cost to the County for recycling CRT's/TV's and Monitors with tubes. The County receives revenue from the recycling of LED's and peripherals.

While brainstorming, County personnel discussed a Mobile Electronics Recycling Site using enclosed 8.5 x 20 foot trailers to rotate between the other existing Convenience Centers. These trailers would be on site at a Convenience Center for a month at a time. We would transfer all electronics collected during this month to our Monette's Convenience Center for sorting and stacking on pallets and place our mobile trailers at a different Convenience Center the next month. Advertising for this program would be included to let County residents know the locations of our mobile program each month.

Solid Waste Director, Rusty Cotton, will present a short PowerPoint on Electronics Recycling.

Board Action: Receive information/Provide direction to Staff.

Agenda Date: April 20, 2015

Presenter: Don Baumgardner

Agenda Item No. 12

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: PLANNING

A. REQUEST TO SET PUBLIC HEARING FOR THE ADOPTION OF THE PAMLICO SOUND REGIONAL HAZARD MITIGATION PLAN

The Craven County Planning Department is requesting to set a public hearing on May 4th 2015 to hear public comments regarding the County's completed update of its Hazard Mitigation Plan. The official name of the plan is the Pamlico Sound Regional Hazard Mitigation Plan. The plan has been approved by the Federal Emergency Management Agency (FEMA). The County is required to hold a public hearing in order to receive public comment before the Board of Commissioners can officially adopt the plan. This plan is required to be updated in order to receive disaster assistance as a result of any declared storm event.

Board Action: Set a public hearing for the May 4, 2015 at 7:00 p.m.

B. REQUEST TO ADOPT THE FLOOD MITIGATION ASSISTANCE PROJECT BUDGET AMENDMENT AND ORDINANCE

In order to move forward with the Flood Mitigation Assistance Project the Board of Commissioners needs to adopt the Budget Amendment (\$1,853,360) and Budget Ordinance, contained in Attachment #12.B, for the Flood Mitigation Assistance Project. This project is proposed to elevate eleven repetitively damaged residential structures and is 100% FEMA funding, no County funds required.

Board Action: Request adoption of the project Budget Amendment and Budget Ordinance, which requires a roll call vote, and authorize the Chairman to sign.

C. CONSIDERATION OF ORDINANCE CHANGES PROPOSED AT THE
REGULAR SESSION OF APRIL 6

At the April 6 meeting of the Board, a public hearing was held to receive comment from the public concerning proposed changes to the Craven County Code of Ordinances affecting:

- Appendix D (Cherry Point Marine Corps Air Station)
- Appendix F (Coastal Carolina Regional Airport)
- Chapter 30 (Signs)

At that time, action was deferred.

Board Action: Consider changes to ordinances for approval. A roll call vote will be needed.

Agenda Date: April 20, 2015

Presenter: Gene Hodges

Agenda Item No. 13

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: ADMINISTRATION

A. REQUEST FOR APPOINTMENT OF DEPUTY CLERK

Traditionally, the Assistant County Manager has served as Deputy Clerk to the Board. This designation last occurred when Jack Veit was Assistant County Manager. The Board is being requested to appoint current Assistant County Manager, Gene Hodges, as Deputy Clerk.

Board Action: A vote to make the requested appointment.

B. REVIEW OF BIDS FOR ANIMAL SHELTER EXPANSION

Craven County issued a request for bids for the expansion of the Animal Shelter on March 18, 2015. A mandatory pre-bid meeting was held on April 1, 2015 for any firms that were interested in bidding on this project. There were seven interested firms that attended that meeting. The bid closing date was April 9, 2015 and three firms submitted bids (See Attachment 13.B). The lowest bidder was Danco Builders, Inc. with a bid of \$1,104,765. The budget for this project is \$500,000. It is the recommendation from staff that we reject all the bids, reduce the size of project, and solicit for new bids.

Board Action: Reject all the received bids, reduce the size of the project and rebid.

Agenda Date: April 20, 2015

Presenters: Rick Hemphill & Jack Veit

Agenda Item No. 14

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: EMERGENCY SERVICES

A. BUDGET AMENDMENT – FIRE DEPARTMENT INSURANCE

Rick Hemphill, Assistant County Manager, Finance/Administration, will present the budget amendment contained in Attachment #14.A. for the Board's approval.

Amendments: Volunteer Fire Depts. – Need to budget an additional \$ 70.00 (\$14.00 each for five depts.) to cover shortages in various Volunteer Fire Departments' General Insurance lines.

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

B. REQUEST TO SET PUBLIC HEARING TO AMEND AMBULANCE ORDINANCE

During the 2014/2015 Budget appropriation process the Craven County Commissioners added a new franchise fee for non-emergency transportation providers. The franchise fee that was established is \$2,000 per year. This fee was based on what other surrounding Counties are charging for the franchise. After review, the County Attorney and County Staff determined that the current Craven County Ambulance Ordinance would need to be amended to reflect the addition of the new franchise fee.

Attachment #14.B. contains a strike line version reflecting the proposed changes. This amendment will require a public hearing before consideration of approval by the County Commissioners. County Staff is requesting that a public hearing be set for 7:00 p.m. on May 4th, 2015 at the County Commissioners regularly scheduled meeting.

Board Action: Set public hearing for May 4, 2015 at 7:00 p.m. as requested by County staff.

Agenda Date: April 20, 2015

Presenters: Jim Hicks & Jack Veit

Agenda Item No. 15

Board Action Required or Considered: No

NOISE ORDINANCE DISCUSSION

As a result of a review of the current noise ordinance by a subcommittee designated by the Chairman, a strike line version of some suggested changes is being provided, appearing as Attachment #15. These changes are based on past complaint details, discussions during Commissioner work sessions and recent subcommittee discussions with the County Attorney, County Manager and the Sheriff. This agenda item is designed for review of changes from County Staff and discussion amongst the Board about the proposed changes. If the Board comes to consensus, action to approve modifications to the noise ordinance can be scheduled for the May 4th, 2015 regularly scheduled County Commissioners Meeting.

Board Action: Receive Information, Discuss with Staff/Attorney

Agenda Date: April 20, 2015

Presenter: _____

Agenda Item No. 16

Board Action Required or Considered: Yes

APPOINTMENTS

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

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

A. PENDING APPOINTMENT(S):

FIRE TAX COMMISSIONERS

AUTHORIZATION: N.C.G.S. 69-25.7

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: _____

Terms due to expire: Tim Harvey (appointed 2013; has moved and needs to be replaced)

No applications on file:

BOARD OF ADJUSTMENT

AUTHORIZATION: General Statute 153-345

MISSION/FUNCTION: To hear and decide appeals from and review any order, requirement, decision or determination made by an administrative official charged with the enforcement of the applicable ordinance; may permit special exceptions to zoning regulations if provided for in the ordinance.

NUMBER OF MEMBERS:

7

TYPE:

Representatives of each airport zoned area

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

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: Not Specified

COMPENSATION: No Yes Specify: _____

Term(s) ending: John Brazelton (appointed 1999)
Gerald Teel (appointed 1999)
Alvin West (Alternate; appointed 1999)

A list of residents in the eligible areas (AICUZ Zone and Coastal Carolina Regional Airport Zone) was provided to the Board at the last meeting.

B. CURRENT APPOINTMENTS

REGIONAL AGING ADVISORY COMMITTEE

AUTHORIZATION: _____

MISSION/FUNCTION: The committee advocates on behalf of the senior population of COG Region P, and as advocates for seniors in their respective counties. It reviews and comments on laws, policies, actions and programs that affect older adults.

NUMBER OF MEMBERS:

27

TYPE:

3 Representatives of each county in Region P

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

Interest in issues affecting the senior population; older adults who are participants in aging services, representatives of older adults, older minority individuals, nutrition project representatives, general public, local elected officials

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: First Monday of January, April, July and October, 10:00 a.m.

COMPENSATION: No Yes Specify: _____

Term(s) ending: Norm Smith (Resigned)
Mary Zeeman (Resigned)

Applications on file: Attachment # 16.B.

Carolyn Bland
Jessica Edwards
Thomas Pittman

C. UPCOMING APPOINTMENTS

May

Eastern Carolina Regional Housing Authority Arlene Clifton (Appointed 2000)

Fire Tax Commissioner John Hawkins (Twp. 3; appointed 2013)
2013 John Norris, Sr. (Rhems; appointed

Nursing Home Advisory Committee Cheryl Stevenson (Appointed 2012)

June

Craven Community College Carol Mattocks (Appointed 2006)

Community Child Protection Team Nadia Anderson (Appointed 2012)
Dorothy Cumisky (Appointed 2012)

Eastern Carolina Workforce Development Ronald Knight

EMS Advisory Council Michael Smith (Appointed 2013)

Firemen's Relief Fund Kevin Jones (;appointed 2013)
Jeffery Norman (LSC; appointed 2013)

Fire Tax Commissioner Harvey Hurst (Appointed 2011)
Chris Wetherington (Appointed 2013)

Juvenile Crime Prevention Council James Anderson (Appointed 2013)
Catherine Hardison (Appointed 2013)
Michelle Jerome (Appointed 2013)

Nursing Home Advisory Committee Susanne Layton (Appointed 2012)

Planning Board Patrick Wood (Appointed 2011)

Recreation and Parks Dennis Smith (Appointed 2009)

Coastal Carolina Airport Authority Joseph Leahy (Appointed 2012)
Kenny Morris (Appointed 2011)
Mary Harris (Appointed 2012)

Tourism Development Authority Gary Curry (Appointed 2012)

Agenda Date: April 20, 2015

Presenter: Jim Hicks

Agenda Item No. 17

COUNTY ATTORNEY'S REPORT

Agenda Date: April 20, 2015

Presenter: Jack Veit

Agenda Item No. 18

COUNTY MANAGER'S REPORT

The County Manager will present the April Update of the North Carolina Association of County Commissioners.

Agenda Date: April 20, 2015

Presenter: _____

Agenda Item No. 19

COMMISSIONERS' REPORTS