

**AGENDA  
CRAVEN COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
MONDAY, JUNE 1, 2015  
7:00 P.M.**

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

1. PUBLIC HEARING ON PROPOSED FY 2015-2016 CRAVEN COUNTY BUDGET
2. PETITIONS OF CITIZENS
3. CONSENT AGENDA
  - A. Minutes of May 18, 2015
  - B. Tax Releases and Refunds
  - C. Road Addition Resolution
  - D. Military Service Person of the Quarter Resolution

DEPARTMENTAL MATTERS

4. SOLID WASTE – DISASTER DEBRIS CONTRACTS: Rusty Cotton, Solid Waste Director
5. SOCIAL SERVICES – BUDGET AMENDMENT – CHILDL DAY CARE: Alfreda Stout, Deputy Director
6. PLANNING – FEMA HURRICANE IRENE HMGP DEMOLITION AWARD: Chip Bartlett, Holland Consulting Planners
7. APPOINTMENTS
8. COUNTY ATTORNEY’S REPORT: Jim Hicks

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

Agenda Date: June 1, 2015

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

Agenda Item No. 1

Board Action Required or Considered: No

### **PUBLIC HEARING – FY 2015-2016 BUDGET**

The Board will go into public hearing, as advertised, to receive public input on the proposed FY 2015-2016 budget, which has been available to the public in the County Manager's office since May 18. It has also been posted on the County's website.

**Board Action: Receive Information**

Agenda Date: June 1, 2015

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

Agenda Item No. 2

Board Action Required or Considered: No

## PETITIONS OF CITIZENS

**Board Action: Receive information**

Agenda Date: June 1, 2015

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

Agenda Item No. 3

Board Action Required or Considered: Yes

## CONSENT AGENDA

### A. MINUTES OF MAY 18, 2015

The Board will be asked to approve the regular session minutes of May 18, 2015.

### B. TAX RELEASES AND REFUNDS

Craven County Tax Administrator, Ronnie Antry, submitted the routine requests for tax releases and refunds contained in Attachment #3.B. for the Board's approval.

There is one large release request for Irene R. Overman Heirs that warrants some explanation. The 2011 tax bill in the amount of \$13,490.33 includes \$12,305.00 for a nuisance abatement lien for the City of Havelock. This lien, along with the taxes, were extinguished when Craven County and the City of Havelock became the owners of the property as a result of the foreclosure action.

### C. ROAD ADDTION RESOLUTUION

Attachment #3.C contains a road addition resolution requesting the Board of Commissioners to approve Lynden Lane, Palisades Way and Quincy Court located in Lynnwood Highlands Subdivision to be turned over to the State of North Carolina for maintenance. The SR 2 Road Addition resolution, once passed, will be forwarded to NCDOT for their final consideration and acceptance of the road to the State Maintenance System.

### D. MILITARY SERVICE PERSON OF THE QUARTER RESOLUTION

The Board received a request to adopt the resolution, contained in Attachment #3.D., recognizing Petty Officer Ebonee L. Jarrell as Military Service Person of the Quarter. The recognition luncheon will be held on Thursday, June 11 at noon at the New Bern Country Club.

**Board Action: A roll call vote is needed to approve consent agenda matters.**

Agenda Date: June 1, 2015

Presenter: Rusty Cotton

Agenda Item No. 4

Board Action Required or Considered: Yes

**DEPARTMENTAL MATTERS: SOLID WASTE – DISASTER DEBRIS CONTRACTS**

In September of 2011, Craven County entered into a three year contract for Disaster Debris Removal and Clearance Services and Disaster Debris Monitoring Services for storm debris generated from Hurricane Irene. These three (3) year contracts have an option to extend for two (2) additional one (1) year periods upon mutual agreement of both parties. In August of 2014, County Commissioners approved an extension for these contracts for one additional year. On April 17, 2015 Craven County sent out an RFP for Disaster Debris Removal and Clearance Services and an RFQ for Disaster Debris Monitoring Services with a deadline for responses on May 15, 2015 by 10:00 a.m.

Craven County has evaluated these proposals through a forced matrix format using specific evaluation criteria. (See Attachment #4)

If approved, the resulting contract term will be for forty-two (42) months with the option to extend the contract for two (2) additional one (1) year periods upon mutual agreement of both parties.

We request that the Board of Commissioners accept the recommendation of the evaluation committee and approve and execute a contract with Phillips & Jordan, Inc. for Disaster Debris Removal and Clearance Services and Tetra Tech, Inc. for Disaster Debris Monitoring Services.

The County may terminate these contracts without cause by written notice.

**Board Action: A vote to approve award and execution of contracts.**

Agenda Date: June 1, 2015

Presenter: Alfreda Stout

Agenda Item No. 5

Board Action Required or Considered: Yes

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

Alfreda Stout, Social Services Deputy Director, will present the budget amendment, contained in Attachment #5, to adjust for the seven revised funding authorizations for subsidized child day care funding received throughout this fiscal year. The original amount awarded was lower than the state estimate used for the original budget, and subsequent authorizations gradually increased the allocation by small amounts throughout the year. This is the net result. There is no County match.

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

Agenda Date: June 1, 2015

Presenter: Chip Bartlett

Agenda Item No. 6

Board Action Required or Considered: Yes

**DEPARTMENTAL MATTERS: PLANNING – FEMA HURRICANE IRENE HMGP  
DEMOLITION AWARD**

A bid opening for the demolition of the final property acquired under the ongoing FEMA HMGP Project was held on May 20th. Bids were received by five contractors; Everette George, Rick Bostic, JE Dillahunt, 4 Seasons Site & Demo and Bobby Cahoon. (See Attachment #6) A contract award recommendation for the contractor submitting the lowest responsible bid is as follows:

<u>Unit Address</u>	<u>Contractor</u>	<u>Amount</u>
1306 Kinston Street, New Bern (6-Unit Apt Building)	Rick Bostic Construction & Demolition	\$29,198.00

Note: The 1<sup>st</sup> low bidder, Everette George rescinded his bid of \$19,400 after the bid opening because he did not include the cost of asbestos removal which was part of the scope of work.

**Board Action: A vote to approve the contract award is needed to allow us to move forward with the demolition activities required by the FEMA Grant Program.**

Agenda Date: June 1, 2015

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

Agenda Item No. 7

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):**

EASTERN CAROLINA REGIONAL HOUSING AUTHORITY

AUTHORIZATION: Housing Authority Laws of North Carolina (1941)

MISSION/FUNCTION: Oversees the operation of 718 units of public housing in 10 North Carolina Counties: Sampson, Harnett, Duplin, Johnston, Wayne, Craven, Onslow, Jones, Pamlico and Carteret. There are 50 units in Craven County known as Manteo Circle in Havelock.

NUMBER OF MEMBERS:

10

1

TYPE:

1 per County

Appointee of Governor

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

LENGTH OF TERMS: 5 Years

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

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

**Term(s) ending:** Arlene Clifton (Appointed 1995; does not seek reappointment)

**No applications on file.**

**B. CURRENT APPOINTMENTS**

CRAVEN COMMUNITY COLLEGE BOARD OF TRUSTEES

AUTHORIZATION: Bylaws

MISSION/FUNCTION: Exercise the power to acquire, hold and transfer real and personal property of the college; enter into contracts on behalf of the college; defend legal actions; “exercise such other rights and privileges as may be necessary for the management and administration of the College in accordance with the provisions of Chapter 115D of the North Carolina General Statutes and other applicable laws, rules and regulations”.

NUMBER OF MEMBERS:

4  
4  
4  
1

TYPE:

County Commissioner Appointees  
Governor’s Appointees  
Board of Education Appointees  
Chairperson of the Student Council (ex officio)

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

Members must be resident of Craven County or of counties contiguous to Craven County, with the exception of the Chairperson of the Student Council.

LENGTH OF TERMS: 4 Years

MEETING SCHEDULE: 3<sup>rd</sup> Tuesday of January, April, July and October – 7:00 p.m.

COMPENSATION: No  Yes  Specify: Reimbursement for mileage and meals, where applicable

**Term(s) ending:**

Carol Mattocks (appointed 2006)  
Kenneth Crow (appointed 2011)

Both are seeking reappointment

**Application(s) on file:**

Jeffrey O’Neil  
David Arthur  
Jeffrey Odham

(See Attachment # 7.B.)

**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

**Term(s) ending:** Nadia Anderson (appointed 2012)  
Dorothy Cumisky (appointed 2012)

Reappointment has been requested for both.

**No applications on file.**

EMS (EMERGENCY MEDICAL SERVICES) ADVISORY COUNCIL

AUTHORIZATION: Bylaws

MISSION/FUNCTION: Develops and recommends for approval by the Board of Commissioners standards of care, procedures and actions which will maintain and improve the quality of emergency Medical Services for the residents of Craven County.

NUMBER OF MEMBERS:  
28

TYPE:  
County Manager (or representative), County Emergency Services Director, Representative from each Craven County Emergency Medical Services Provider, representative from each authorized First Responder Provider, hospital president (or designee), Craven County Medical Director, physician nominated by Craven County Medical Society, representative from Craven County Communications, representative from Craven County Firemen’s Association, hospital Emergency Room Supervisor, citizen (non-provider affiliated), Community College Dean of Continuing representative nominated by Craven County Enforcement Association, representative hospital aboard MCAS Cherry Point, ad hoc members (ECCOG EMS Director, OEMS Coordinator, American Red Cross

Education,  
Law  
from naval  
  
Regional  
Director

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

(See above)

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: Bi-monthly

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

**Term(s) ending:** Michael Smith – Provider Representative (appointed 2013; seeking reappointment)

**Applications on file:** Brian McGuire (Attachment #7.B.1.)

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) expiring:** Kevin Jones (appointed 2013)  
Jeffrey Norman – Little Swift Creek (appointed 2013)

Both have agreed to continue serving.

**No applications on file.**

**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:** Harvey Hurst – Twp. 6 (appointed 2011; doesn't wish to be reappointed. The district recommends Margie Garris)

Chris Wetherington (appointed 2013; seeking reappointment)

**Applications on file:** Margie Garris (Attachment #7.B.2.)

JUVENILE CRIME PREVENTION COUNCIL

AUTHORIZATION: N.C.G.S. 147-33.66

MISSION/FUNCTION: To assess the needs of juveniles in the community, evaluate the adequacy of resources available and develop or propose ways to address unmet needs.

NUMBER OF MEMBERS:

25 (maximum)

TYPE:

From among the following categories, or in some instances, the designees of the specified position: school superintendent, chief of police, sheriff, district attorney, chief court counselor, area mental health director, social services director, county manager, substance abuse professional, member of faith community, county commissioner, person under the age of 21, juvenile defense attorney, chief district court judge, member of the business community, local health director, non-profit representative, parks and recreation representative, up to seven additional members appointed by the Board of Commissioners

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

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: 2<sup>nd</sup> Monday of the month 12:30 p.m.

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

**Term(s) expiring:**

James Anderson (appointed 2013)  
Catherine Hardison (appointed 2013)  
Michelle Jerome (appointed 2013)

**Applications on file:**

George Royal  
Eugene Bauer

(Attachment # 7.B.3.)

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) expiring:** Susanne Layton (appointed 2012)

PLANNING BOARD

AUTHORIZATION: N.C.G.S. 153A-21

MISSION/FUNCTION: \_\_\_\_\_

NUMBER OF MEMBERS:

8

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TYPE:

Representatives from around the County (from each township to the extent possible)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

LENGTH OF TERMS: 4 Years

MEETING SCHEDULE: Fourth Thursday of each month, 5:00 p.m.

COMPENSATION: No  Yes X Specify: \$25 per meeting-members; \$30 per meeting-Chairman

**Term(s) expiring:** Patrick Wood, Cove City (appointed 2011)

**Applications on file:** Jeffrey O'Neil (Attachment #7.B.4.)

RECREATION AND PARKS ADVISORY BOARD

AUTHORIZATION: Bylaws

MISSION/FUNCTION: Serves as the recreation advisory body for the Craven County Department of Recreation and Parks; suggests policies; consults with and advises Recreation Director, County Manager and Commissioners in matters related to recreation programs, finances, acquisition and disposal of property consistent with overall, long range recreation planning.

NUMBER OF MEMBERS:

12  
\_\_\_\_\_

TYPE:

1 from each township (8)  
4 at-large

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

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: 3<sup>rd</sup> Monday at 6:00 p.m.; Administration conference room

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

**Term(s) expiring:** Dennis Smith, Vanceboro (appointed 2009; not eligible for reappointment)  
Kristen McCoy, Cove City (appointed 2012)

**Applications on file:** Eugene Bauer (See Attachment #7.B.5.)

COASTAL CAROLINA AIRPORT AUTHORITY

AUTHORIZATION: General Statutes (Chapter 1197 session laws of 1979; Chapter 1046 session laws of 1989

MISSION/FUNCTION: "...to meet monthly, and at such other times, as necessary, to discuss and decide on affairs pertinent to the operation, maintenance and control of the craven County Regional Airport".

NUMBER OF MEMBERS:

8

4

TYPE:

Voting

Non-voting

(Carteret, Jones, Pamlico, MCAS)

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

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: 3<sup>rd</sup> Tuesday of each month; 2:00 p.m.

COMPENSATION: No  Yes  Specify: \$100/month

**Term(s) ending:** Joseph Leahy (appointed 2012)  
Kenny Morris (appointed 2011)  
Mary Harris (appointed 2012)

All are seeking reappointment.

**Applications on file:** Jeffrey Odham

(See Attachment #7.B.6.)

TOURISM DEVELOPMENT AUTHORITY

AUTHORIZATION: Resolution by board of Commissioners; 1984 Session Laws

MISSION/FUNCTION: Allocation of net proceeds of room occupancy tax; promotion and development of tourism

NUMBER OF MEMBERS:

11

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TYPE:

1 Commissioner appointee from hospitality industry; Tryon Palace Commission, New Bern and Havelock Chambers of Commerce, County Commissioner, appointee from City of New Bern and City of Havelock, County Finance Director, at-large (appointed by TDA)

\_\_\_\_\_

\_\_\_\_\_

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

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: 2<sup>nd</sup> Wednesday of every other month, 8:00 a.m.

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

**Term(s) ending:** Gary Curry – Hospitality Representative (appointed 2012)

(See Attachment #7.B.7.)

**C. UPCOMING APPOINTMENTS**

**July**

ABC Board

Carol Crayton (Appointed 2013)

**August**

Craven Community Child Protection Team

Debra Kenyear (appointed 2012)

Adult Care Home Advisory Committee

Kathy Nelson (appointed 2012)

EMS Advisory Council

David Short, Provider (appointed 2013)

Firemen's Relief Fund

Daniel New, Dover (appointed 2013)

Agenda Date: June 1, 2015

Presenter: Jim Hicks

Agenda Item No. 8

Board Action Required or Considered: Yes

## COUNTY ATTORNEY'S REPORT

### **Final Acceptance - Offer to Purchase Real Property – 230 Avery Road (Parcel Number 2-040-114).**

The County previously received and tentatively approved an offer in the amount of \$3,500.00 for this property, which was acquired through a tax foreclosure. The total taxes and costs that were foreclosed on were \$3,496.48. The current tax value is \$39,410.00. The offer was advertised and there were no upset bids. Attachment #8 contains the proposed resolution, deed and lien waiver. It is recommended that the Board give final approval of the sale and adopt the enclosed resolution.

**Board Action: Adopt resolution to give final approval to the sale.**

Agenda Date: June 1, 2015

Presenter: Jack Veit

Agenda Item No. 9

## **COUNTY MANAGER'S REPORT**

Agenda Date: June 1, 2015

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

Agenda Item No. 10

## **COMMISSIONERS' REPORTS**