

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, AUGUST 17, 2015
8:30 A.M.**

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

1. CONSENT AGENDA
 - A. Minutes of August 3, 2015 Regular Session
 - B. Tax Releases and Refund
 - C. 2016 Holiday Schedule
 - D. Budget Amendments
2. NEW BERN DOWNTOWN PROPERTY UTILIZATION STUDY
PRESENTATION: Marcia Perritt, UNC School of Government and Jeff Ruggieri,
City of New Bern Director of Development Services

DEPARTMENTAL MATTERS

3. REGISTER OF DEEDS BACKFILE SCANNING CONTRACT: Sherri Richard,
Register of Deeds; Jack Veit, County Manager and Jim Hicks, County Attorney
4. EMERGENCY SERVICES – WEST OF NEW BERN FIRE DEPARTMENT
REQUEST: Doug Furgason, President
5. APPOINTMENTS
6. COUNTY ATTORNEY'S REPORT: Jim Hicks
7. COUNTY MANAGER'S REPORT: Jack Veit
8. COMMISSIONERS' REPORTS
9. RECESS TO RECONVENE AT THE ANIMAL SHELTER

Agenda Date: August 17, 2015

Presenter: _____

Agenda Item No. 1

Board Action Required or Considered: Yes

CONSENT AGENDA

A. MINUTES OF AUGUST 3, 2015 REGULAR SESSION

The Board will be asked to approve the regular session minutes of August 3, 2015 Regular Session.

B. TAX RELEASES AND REFUND

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

C. 2016 HOLIDAY SCHEDULE

Human Resources Director, Amber Parker, submitted the 2016 Holiday Schedule contained in Attachment #1.C for the Board's approval.

D. BUDGET AMENDMENTS

Assistant County Manager of Finance/Administration, Rick Hemphill, presented the following budget amendments for the Board's approval. (See Attachment #1.D)

Amendments: Volunteer Fire Depts – Need to budget \$ 575 in additional fire dept funds to cover shortages in Volunteer Fire Departments' worker compensation lines. Dover needs \$60 and Twp 9 needs \$515. VFIS invoice dated 07/29/15 is for \$ 90,560.

Cooperative Extension/EFNEP– Expanded Food and Nutrition Education Program (EFNEP) had \$ 7,988 available to spend in fiscal year 2015. Of the available funds, \$ 4,314 remained unspent on June 30, 2015. Those funds need to be carried over and budgeted for fiscal year 2016.

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

Agenda Date: August 17, 2015

Presenters: Marcia Perritt and Jeff Ruggieri

Agenda Item No. 2

Board Action Required or Considered: No

NEW BERN DOWNTOWN PROPERTY UTILIZATION STUDY PRESENTATION

Marcia Perritt of the UNC School of Government and New Bern Development Services Director, Jeff Ruggieri, will provide a PowerPoint presentation on a downtown property utilization study.

Board Action: Information only.

Agenda Date: August 17, 2015

Presenters: Sherri Richard and Jack Veit

Agenda Item No. 3

Board Action Required or Considered: Yes

**DEPARTMENTAL MATTERS: REGISTER OF DEEDS BACKFILE SCANNING
CONTRACT**

At the last meeting the Board voted to authorize the County Attorney and County Manager to negotiate a contract with Cott Systems for the entire scope of a project for backfile scanning of property records back to 1739. They were directed to return to the Board with a proposed document, which appears as Attachment #3.

Board Action: Consider contract for approval.

Agenda Date: August 17, 2015

Presenter: Doug Furgason

Agenda Item No. 4

Board Action Required or Considered: No

**DEPARTMENTAL MATTERS: EMERGENCY SERVICES – WEST OF NEW BERN
FIRE DEPARTMENT REQUEST**

Doug Furgason, President of West of New Bern Fire Department, will present information concerning a new truck purchase, as detailed in Attachment #4.

Board Action: Receive information.

Agenda Date: August 17, 2015

Presenter: _____

Agenda Item No. 5

Board Action Required or Considered: Yes

APPOINTMENTS

- A. PENDING
- B. UPCOMING

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

A. PENDING APPOINTMENT(S):

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

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: 2nd Monday of the month 12:30 p.m.

COMPENSATION: No Yes Specify: _____

Term(s) expiring: Jennifer Knight (needs to be a representative of the business community.)

No applications on file.

CRAVEN 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:

Debra Kenyear (Appointed 2012)
Reappointment requested)

No applications on file.

ADULT CARE HOME ADVISORY COMMITTEE

AUTHORIZATION: N.C.G.S.131D-31

MISSION/FUNCTION: Work to maintain the intent of the Domiciliary Home Residents 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 and disabled adults

NUMBER OF MEMBERS:
9-11

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: _____

COMPENSATION: No Yes Specify: _____

Term(s) ending: Kathy Nelson (Appointed 2012)
Jessica James (Resigned)

No applications on file.

B. UPCOMING APPOINTMENTS

September

Clean Sweep

Robert Blair (Appointed 2012)
Len Long (Appointed 2012)

Adult Care Home Advisory

Susan Mathes (Appointed 2012)

Emergency Medical Services

Crystal Tew (Appointed 2012)

Jury Commission

James Muse (Appointed 2013)

October

Community Child Protection Team

Dawn Gibson (Appointed 2012)

Adult Care Home Advisory

Linda Chagnon (Appointed 2012)

November

Firemen's Relief Fund

Donald Rottman (Appointed 2013)

Agricultural Advisory Committee

Jackie Anderson (Appointed 2009)
Dale Dawson (Appointed 2009)

Agenda Date: August 17, 2015

Presenter: Jim Hicks

Agenda Item No. 6

COUNTY ATTORNEY'S REPORT

*Final Acceptance - Offer to Purchase Real Property – 807 Cedar Street
(Parcel Number 8-007-262)*

The County and City 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 \$11,855.16. The current tax value is \$3,760.00. The offer was advertised and there were no upset bids. The City has given its final approval. Attachment #6 contains the proposed resolution, deed and lien waiver. It is recommended that the Board give final approval of the sale and adopt the resolution.

Agenda Date: August 17, 2015

Presenter: Jack Veit

Agenda Item No. 7

COUNTY MANAGER'S REPORT

Agenda Date: August 17, 2015

Presenter: _____

Agenda Item No. 8

COMMISSIONERS' REPORTS

Agenda Date: August 17, 2015

Presenter: _____

Agenda Item No. 9

RECESS TO RECONVENE AT THE ANIMAL SHELTER