

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, OCTOBER 5, 2015
7:00 P.M.**

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

PETITIONS OF CITIZENS

1. CONSENT AGENDA
 - A. Minutes of September 21, 2015 Regular Session
 - B. Request for Proclamation Recognizing Head Start Anniversary
 - C. Tax Releases and Refunds
 - D. Economic Development Request to Set Public Hearing
 - E. Finance Budget Amendment

DEPARTMENTAL MATTERS

2. CARTS: Kelly Walker, Transportation Director
 - A. Information Regarding the FY 2015-2016 Rural Operating Assistance Program Grant Application
 - B. Transportation Advisory Board (TAB) Approvals
 - Approval of the CARTS TAB Bylaws
 - Approval of TAB Composition based on North Carolina Department of Transportation/Public Transportation Division (NCDOT/PTD)
 - Approval of TAB Conflict of Interest Policy
 - C. Request to Set Public Hearing
3. SOCIAL SERVICES: Alfreda Stout, Deputy Director
 - A. Request for Budget Amendment to Add Additional Crisis Intervention Program (CIP) Funding Received
 - B. Request for Budget Amendment to Add Family Caregiver Funding Received
4. SOLID WASTE – REQUEST FOR EXEMPTION FOR ENGINEERING SERVICES RELATED TO SOLID WASTE CONVENIENCE SITE RELOCATION: Gene Hodges, Assistant County Manager – Operations/Facilities; Rusty Cotton, Solid Waste Director; Chad Strawn, Assistant Planning Director

5. APPOINTMENTS
6. COUNTY ATTORNEY'S REPORT: Jim Hicks
7. COUNTY MANAGER'S REPORT: Jack Veit
8. COMMISSIONERS' REPORTS

PETITIONS OF CITIZENS

Board Action: Receive information

Agenda Date: October 5, 2015

Presenter: _____

Agenda Item No. 1

Board Action Required or Considered: Yes

CONSENT AGENDA

A. MINUTES OF SEPTEMBER 21, 2015 REGULAR SESSION

The Board will be requested to approve the minutes of September 21, 2015 regular session.

B. REQUEST FOR PROCLAMATION RECOGNIZING HEAD START ANNIVERSARY

Coastal Community Action is requesting a proclamation for the celebration of the 50th anniversary of the Head Start Program, and recognizing Connie Davis who has been with the program since its inception. The proclamation appears as Attachment #1.B.

C. TAX RELEASES AND REFUNDS

Craven County Tax Administrator, Ronnie Antry, will submit the routine requests for tax releases and refunds contained in Attachment #1.C. for the Board's approval.

D. ECONOMIC DEVELOPMENT REQUEST TO SET PUBLIC HEARING

Per the requirements of General Statutes 158-7.1, Economic Development staff is requesting that the Board of Commissioners set a public hearing related to the sale of real property in the industrial park to BSH Home Appliances Corporation for the purpose of industrial expansion and job creation. A public hearing is requested to be held at the next Board of Commissioners' meeting on October 19, 2015.

E. FINANCE BUDGET AMENDMENT

The Board will be requested to adopt the budget amendment contained in Attachment #1.E.

Amendments: EMS/LEPC – EMS was awarded a 2015 Tier II grant in the amount of \$1,104.04. These funds were received on 05/19/15 but were not budgeted to be spent prior to 06/30/15. The County needs to budget the funds at this time to be utilized for hazard materials emergency response planning, training and related exercises.

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

Agenda Date: October 5, 2015

Presenter: Kelly Walker

Agenda Item No. 2

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: CARTS

A. INFORMATION REGARDING THE FY 2015-2016 RURAL OPERATING ASSISTANCE PROGRAM GRANT APPLICATION

The Rural Operating Assistance Program (ROAP) is a state-funded public transportation grant program administered by the North Carolina Department of Transportation – Public Transportation Division (NCDOT/PTD). ROAP consolidates the Elderly and Disabled Assistance Transportation Program (EDTAP), the Employment Transportation Assistance Program (EMPL), and the Rural General Public Transportation Program (RGP) into one application package. Each county served within the CARTS service area is responsible for making a ROAP application for its respected county.

Craven County has been awarded an allocation of: \$80,789 for EDTAP; \$25,278 for EMPL; and \$75,266 for RGP. Historically, a public hearing has been required. A public hearing is no longer required to apply for these funds. In addition to the completed application, a Certified Statement signed by the County Manager and the County Finance Officer is required. (See Attachment #2.A.) The application deadline is October 19, 2015.

Board Action: Receive information

B. TRANSPORTATION ADVISORY BOARD (TAB) APPROVALS

Each applicant for 5311 Community Transportation Program (CTP) is required to have a Transportation Advisory Board (TAB) made up of stakeholders from the service area that care about the services provided by the transportation system. The composition of the TAB is to be approved by the governing body. It is expected that the TAB be actively engaged and discuss the unmet needs of the service area, service design and scheduling, billing rates and fares, resolve complaints, monitor compliance with federal regulations and the status of any deficiencies noted in any official federal, state, or local review or report. NCDOT has guidelines and requirements for the composition of the TAB which is included as part of the CTP application package. (See Attachment 2.B.)

- 1) CARTS is requesting approval of the updated CARTS TAB Bylaws. Some minor changes have been made to the bylaws approved in April 2010 by the CARTS TAB. These changes are to assure compliance with NCDOT compliance as well as bring the bylaws up to date with current practices.
- 2) CARTS is requesting approval of the composition of the CARTS TAB to assure compliance with NCDOT requirements. This package includes the guidance provided by NCDOT regarding the composition of the TAB as well as a listing of the current composition of the CARTS TAB.
- 3) NCDOT/PTD requires each TAB member to sign a conflict of interest policy statement which must be included with the CTP application. CARTS is requesting approval of the CARTS TAB Conflict of Interest Policy prior to obtaining current membership signatures. This package includes the proposed CARTS TAB Conflict of Interest Policy

Board Action: 1) approval of the CARTS TAB Bylaws, 2) approval of the composition of the CARTS TAB, and 3) approval of the CARTS TAB Conflict of Interest Policy

C. REQUEST TO SET PUBLIC HEARING

North Carolina Department of Transportation/Public Transportation Division (NCDOT/PTD) has released a call for projects for FY2017 5311 Community Transportation Program (CTP) and FY2017 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program. Each requires the opportunity for public input and a public hearing. Applications must be submitted no later than November 6, 2015. It is allowed that one combined public hearing be held.

The 5311 CTP grant is a formula based allocation grant for public transportation projects in non-urbanized areas. CARTS relies on this grant to assist with the Administrative and Capital costs of operation in the rural service area. The 5310 grant is eligible to be used in small urban and rural areas. Priority is given to capital projects, but operational projects may be considered. It is a competitive grant process.

The grant applications will be available for review no later than October 8, 2015.

Board Action: Approval of a public hearing at the October 19, 2015 County Commissioners Meeting for CARTS to apply for FY2017 5311 and 5310 grant funding

Agenda Date: October 5, 2015

Presenter: Alfreda Stout

Agenda Item No. 3

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: SOCIAL SERVICES

A. REQUEST FOR BUDGET AMENDMENT TO ADD ADDITIONAL CRISIS INTERVENTION PROGRAM (CIP) FUNDING RECEIVED

Alfreda Stout, DSS Deputy Director, will present the budget amendment contained in Attachment #3.A., requesting to add additional federal funding received for the Crisis Intervention Program (CIP). Funds are 100% Federal, there is no County match.

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

B. REQUEST FOR BUDGET AMENDMENT TO ADD FAMILY CAREGIVER FUNDING RECEIVED

Ms. Stout will present the budget amendment contained in Attachment #3.B. requesting approval of Family Caregiver Title III-E funds for Fiscal Year 2015-2016. There is no local match required for this funding.

These funds shall be used by family caregivers who provide care to older (60+) individuals or individuals (of any age) with Alzheimer's disease and related disorders with neurological and organic brain dysfunction.

These funds can also be authorized for use by grandparents and other relatives (not birth or adoptive parents) 55 years of age or older who are the primary caregivers to children under the age of 18. Family Caregiver Service programs are for temporary assistance for Caregivers.

Funding for Fiscal Year 15-16 is proposed as follows:

In Home Services, incontinence supplies for adults, support and educational meetings to include: Memory Café, Grandparents Support Group, Early Onset Alzheimer's Support Group, and Powerful Tools Training for Caregivers. Funding may also provide home delivered meals, congregate, respite services, and resource information.

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

Agenda Date: October 5, 2015

Presenters: Gene Hodges, Rusty Cotton, Chad Strawn

Agenda Item No. 4

Board Action Required or Considered: Yes

**DEPARTMENTAL MATTERS: SOLID WASTE – REQUEST FOR EXEMPTION FOR
ENGINEERING SERVICES RELATED TO SOLID WASTE CONVENIENCE SITE
RELOCATION**

Craven County has been notified by the North Carolina Department of Transportation (NCDOT) that the Havelock Bypass project will effectively take over the existing Hickman Hill Solid Waste Convenience Site located off of US Highway 70 in Township 6. Staff has begun the process of trying to identify suitable land in order to relocate this convenience site. NCDOT has offered a parcel of land that they own that is within a few hundred feet of the existing site as a possible location. In order to determine if this site is suitable for our purposes, a series of engineering and environmental studies must be performed. Working in conjunction with Planning, County staff reached out to several engineering firms that have done work for us in the past in order to get an estimate to include in the FY15-16 budget. Only one firm, Avolis Engineering, PA, submitted an estimate (see attached). The amount of \$8,750 was included in Solid Waste's budget for FY15-16. In July, another engineering firm, Vaughn & Melton Consulting Engineers & Surveyors, requested to submit an estimate. Their estimate for the same level of testing was \$14,100 (See Attachment #4).

Under advice from the County Attorney, we are requesting a resolution of exemption for this project so that we can contract with Avolis Engineering to perform these engineering and surveying services and forgo the formal Request for Qualifications process.

Board Action: Approve the resolution of exemption.

Agenda Date: October 5, 2015

Presenter: _____

Agenda Item No. 5

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):

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: Jessica James (Resigned)
Mystre Van Horn (Resigned)
Linda Chagnon (Appointed 2012; October Appointment)

No applications on file.

B. CURRENT APPOINTMENTS

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) expiring: Dawn Gibson (Appointed 2012)

No application on file.

C. UPCOMING APPOINTMENTS

November

Firemen's Relief Fund

Donald Rottman (Appointed 2013)

Agricultural Advisory Committee

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

December

EMS Advisory Council

James Zechman (Appointed 2013)

Health Board

Verdelle Newby (Appointed 2007)

Cove City Library Board

Theresa Hodges (Appointed 2007; unexpired term)

Commissioners' Appointments

Agenda Date: October 5, 2015

Presenter: Jim Hicks

Agenda Item No. 6

COUNTY ATTORNEY'S REPORT

Initial Offer to Purchase Real Property – 345 Hudnell Road, Ernul (#1-028-162-B)

The County has received an offer in the amount of \$4,025.00 for this property, which was acquired through a tax foreclosure. The total taxes and costs that were foreclosed on were \$8,387.69. The current tax value is \$10,550.00. Attached are copies of the offer to purchase, deed, GIS information, and proposed resolution.

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

Agenda Date: October 5, 2015

Presenter: Jack Veit

Agenda Item No. 7

COUNTY MANAGER'S REPORT

Agenda Date: October 5, 2015

Presenter: _____

Agenda Item No. 8

COMMISSIONERS' REPORTS