

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, OCTOBER 19, 2015
8:30 A.M.**

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

1. CONSENT AGENDA: MINUTES OF OCTOBER 5, 2015 REGULAR SESSION
2. PUBLIC HEARINGS
 - A. Sale of Property at Industrial Park
 - B. FY2017 5311 Community Transportation Grant Application
3. WATER TREATMENT FACILITY UPDATE: Chris Windley, McKim & Creed

DEPARTMENTAL MATTERS

4. CARTS – BUDGET AMENDMENT REQUEST: Kelly Walker, CARTS Director
5. HEALTH: Scott Harrelson, Health Director
 - A. Hospice Update
 - B. New Hospice Fees
6. TAX: Ronnie Antry, Tax Administrator
 - A. Presentation of 2016 Schedule of Values
 - B. Releases and Refunds
7. ECONOMIC DEVELOPMENT: Timothy Downs, Economic Development Director
 - A. Quarterly Economic Development Update
 - B. N.C. Works Certified Work Ready Community Announcement
8. GIS – DEMONSTRATION OF WEBSITE LINK: Lou Valenti, GIS Administrator and Dennis Holton, Information Technology Director

9. EMERGENCY SERVICES
 - A. Harlowe Volunteer Fire Department Fire Truck Purchase: Milton Everette, President
 - B. Little Swift Creek Volunteer Fire Department Pumper Tanker Purchase: Jeffery Norman, Chief
10. FINANCE – POLICY FOR FIRE DEPARTMENT GRANT MATCHES: Rick Hemphill, Assistant County Manager – Finance/Administration
11. APPOINTMENTS
12. COUNTY ATTORNEY'S REPORT: Jim Hicks
13. COUNTY MANAGER'S REPORT: Jack Veit
14. COMMISSIONERS' REPORTS

Agenda Date: October 19, 2015

Presenter: _____

Agenda Item No. 1

Board Action Required or Considered: Yes

CONSENT AGENDA

A. MINUTES OF OCTOBER 5, 2015 REGULAR SESSION

The Board will be requested to approve the minutes of October 5, 2015 regular session.

Board Action: A vote to approve consent agenda item.

Agenda Date: October 19, 2015

Presenter: _____

Agenda Item No. 2

Board Action Required or Considered: Yes

PUBLIC HEARINGS

A. SALE OF PROPERTY AT INDUSTRIAL PARK

The Board will need to go into public hearing, as advertised, to receive public comment on a proposed sale of a parcel within the industrial park. (See Attachment #2.A.)

Board Action: Receive comments from the public.

B. FY2017 5311 COMMUNITY TRANSPORTATION PROGRAM GRANT APPLICATION

At the October 5, 2015 Craven County Board of Commissioners Meeting, a public hearing was set for October 19, 2015. The purpose is to receive public comments and request authorization for Craven Area Rural Transit System (CARTS) to apply for the FY2017 5311 Community Transportation Program (CTP) grant through the North Carolina Department of Transportation/Public Transportation Division (NCDOT/PTD). The deadline to apply for the grant is November 6, 2015. This 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 areas of Craven, Jones, and Pamlico counties. (See Attachment #2.B.)

Board Action: Hold a public hearing, receive comments, and approval of the grant application.

Agenda Date: October 19, 2015

Presenter: Chris Windley

Agenda Item No. 3

Board Action Required or Considered: No

WATER TREATMENT FACILITY UPDATE

McKim & Creed, the engineering consulting firm responsible for the design and construction administration of the County's Potable Water Supply and Treatment Facilities project, will be providing a construction progress report. The report will consist of a short PowerPoint presentation with information and pictures of the construction progress. The construction is approximately 50% complete. In addition to sharing details on the construction completed to date with the Board and the general public, there will also be discussion regarding the construction activities remaining to be completed during the second half of the construction period. Questions are welcomed from the Board.

Board Action: Receive information

Agenda Date: October 19, 2015

Presenter: Kelly Walker

Agenda Item No. 4

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: CARTS – BUDGET AMENDMENT REQUEST

CARTS is requesting approval of two budget amendments, contained in Attachment #4, to reflect the ROAP (Rural Operating Assistance Program) allocation amounts for Craven, Jones, and Pamlico counties recently released by the North Carolina Department of Transportation (NCDOT).

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

Agenda Date: October 19, 2015

Presenter: Scott Harrelson

Agenda Item No. 5

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: HEALTH

A. HOSPICE UPDATE

As requested by the Board during the development of the FY015-16 budget, Mr. Harrelson will present the quarterly hospice update.

Board Action: Receive information

B. NEW HOSPICE FEES

Mr. Harrelson will present the new hospice billing rates, contained in Attachment #5.B., to be effective October 1, 2015 with a second rate change request for Hospice Routine Care on January 1, 2016.

Board Action: Approve new hospice rates

Agenda Date: October 19, 2015

Presenter: Ronnie Antry

Agenda Item No. 6

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: TAX

A. PRESENTATION OF 2016 SCHEDULE OF VALUES

The work on the Schedules of Standards, Values and Rules for the 2016 revaluation of real property for Craven County is nearing completion. As provided for in the time line that was previously submitted, Craven County Tax Administrator, Ronnie Antry, will present the completed schedules to the Craven County Board of Commissioners. These documents provide the framework by which the general reappraisal of all real property will be made effective January 1, 2016.

Once presented, it will be available for public inspection in the Tax Assessor's Office and on the County website. The Board is required to publish a notice to that effect in a newspaper of general circulation in the county. Clerk to the Board, Gwen Bryan, has a copy of this notice that she will cause to be published in *The Sun Journal* on October 20th.

The Board is also required to conduct a public hearing on the proposed schedules, standards, and rules. To comply with the statutory requirements, this needs to be held at some time during the next regular meeting on November 2, 2015. Two weeks after that date on November 16th, the Board will consider adoption of the schedules at which time it must cause another notice to be published on November 17th and 24th as well as December 1st and 8th. Gwen also has this notice and has prepared to submit it for publication at the appropriate times.

Board Action: Receive Schedules and Set Public Hearing for November 2, 2015.

B. TAX RELEASES AND REFUNDS

Mr. Antry will present the routine requests for tax releases and refunds contained in Attachment #6.B for the Board's approval.

There is a large release request for Mr. Sebastien Coste in the amount of \$18,753.22 which requires some explanation. The taxpayer owns a 53' Hatteras Yacht that was inadvertently valued as a 2014 model at \$1,870,000. The vessel is actually a 1972 model that should have been valued at \$107,894. It is this difference in value that results in the request for the release to correct the error. The county tax release request is \$9,061.64 and the municipal amount for Bridgeton is \$9,961.58.

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

Agenda Date: October 19, 2015

Presenter: Timothy Downs

Agenda Item No. 7

Board Action Required or Considered: No

DEPARTMENTAL MATTERS: ECONOMIC DEVELOPMENT

A. QUARTERLY ECONOMIC DEVELOPMENT UPDATE

Craven County Economic Development Director, Timothy Downs, will present an update on economic development activities in the County over the last quarter. The update will include a look at the Craven 100 Alliance, Workforce Development, and a general update on projects and prospects.

Board Action: None

B. N.C. WORKS CERTIFIED WORK READY COMMUNITY ANNOUNCEMENT

Craven County Economic Development Director, Timothy Downs will join the North Carolina Chamber of Commerce, the North Carolina Chamber Foundation, and the North Carolina Department of Public Instruction, as well as community partners Craven Community College, Craven County Schools, the Eastern Carolina Workforce Development Board, and local chambers to present to the Board the County's recently awarded certification as a NC Works Certified Work Ready Community. Being designated as an NC Works Certified Work Ready Community is an important milestone for Craven County. The availability of a trained and trainable workforce continues to be the leading factor for companies when they are looking to expand or relocate.

Board Action: None

Agenda Date: October 19, 2015

Presenters: Lou Valenti, Dennis Holton

Agenda Item No. 8

Board Action Required or Considered: No

DEPARTMENTAL MATTERS: GIS – DEMONSTRATION OF WEBSITE LINK

Lou Valenti, GIS Administrator, has developed a concise, easy process to display County properties available for purchase via the website. These properties have become parcels owned by the County through various avenues such as trades with other agencies, foreclosures, donations, grants, etc. Properties appearing on this offering are controlled by the County Manager's Office and interested parties would contact the County Manager's Office for additional information or purchasing requirements.

As you can see by the screen shot in Attachment #8, the initial view of the properties is brief and provides key information regarding the parcel. There are also links on each parcel to view and obtain more information regarding the parcel if desired. One link goes directly to the map on the Craven County GIS website and another link allows printing a map of the parcel with basic parcel information. There is also an option to download all the properties into a spreadsheet.

Links to this offering could be placed on any County web pages desired, as could additional information regarding contacts, instructions and requirements.

Board Action: Receive information

Agenda Date: October 19, 2015

Presenters: Milton Everette, Jeffery Norman

Agenda Item No. 9

Board Action Required or Considered: No

DEPARTMENTAL MATTERS: EMERGENCY SERVICES

A. HARLOWE VOLUNTEER FIRE DEPARTMENT TRUCK PURCHASE

Milton Everett, President of Harlowe Volunteer Fire Department, will present information detailed in Attachment #9.A., concerning the department's intent to purchase a truck. This information is being provided to comply with the contract between the department and the County.

Board Action: Receive information

B. LITTLE SWIFT CREEK VOLUNTEER FIRE DEPARTMENT PUMPER TANKER PURCHASE

Chief Jeff Norman of the Little Swift Creek Volunteer Fire Department will present information detailed in Attachment #9.B., as required by the contract with the County.

Board Action: Receive information

Agenda Date: October 19, 2015

Presenter: Rick Hemphill

Agenda Item No. 10

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: FINANCE – POLICY FOR FIRE DEPARTMENT GRANT MATCHES

During the budget workshops the Board asked staff to develop a policy to be used to determine the eligibility to receive a match from the County for Department of Insurance grants to volunteer fire departments. Data was compiled for each squad to assist in determining the parameters for eligibility. After review of this data, the following recommendation was presented to the Board on September 21, 2015, but deferred until this meeting date.

- 1) Each year the Board must first decide if the County will match any grants. This decision should be made during the budget development timeframe to be effective for the grants applied for the following January (funded the next budget year). This will allow the departments to know whether a match is available prior to their applying. Grant cycle is: apply in January, notified in May and spend by September. So in the budget workshops (normally held in May) the Board would be authorizing the departments to apply for the grants and they would know if a grant match is available. The match would most likely be paid in the following year after the department has received their money from the State.
- 2) Volunteer fire departments with an estimated property valuation of less than \$300,000,000 are eligible to be considered for a match if the current tax rate is more than \$.05 per \$100 of valuation. (Revaluations will require these amounts to be adjusted.)
- 3) Cash available to the departments will also be considered as will the amount of fund balance held for the departments by the County.
- 4) Departments with cash balances over \$100,000 will be required to explain the purpose for this amount of cash being accumulated before being approved for a match.
- 5) Additionally the Board may require the department to use the fund balance on the County's books as the match if it is sufficient to do so.
- 6) Departments which do not meet the eligibility requirements in (2) above may submit a request for a grant match if they have extenuating circumstances which justify the match.

Board Action: Consider policy proposal

Agenda Date: October 19, 2015

Presenter: _____

Agenda Item No. 11

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):

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)

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) expiring: Dawn Gibson (Not seeking reappointment; a recommendation will be forthcoming)

No application on file.

B. 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
term)

Theresa Hodges (Appointed 2007; unexpired

Commissioners' Appointments

Agenda Date: October 19, 2015

Presenter: Jim Hicks

Agenda Item No. 12

COUNTY ATTORNEY'S REPORT

A. Initial Offer to Purchase Real Property – 1040 Kite Town Road, Vanceboro (#1-042-6004)

The County has have received an offer in the amount of \$15,000.00 for this property, which was acquired through a Crisis Housing Assistance Fund (CHAF) grant, under which the property owner subsequently defaulted under the terms of the program. Attachment #12.A. contains copies of the Offer to Purchase, Deed to the County, GIS information, and proposed resolution.

Should the County accept this offer, then 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.

B. Final Acceptance - Offer to Purchase Real Property – 612 Murphy Drive, Cove City (Parcel Number 3-C-007-003)

The County and Town of Cove 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 \$1,328.26. The current tax value is \$77,910.00. The offer was advertised, and there were no upset bids. Attachment #12.B. is 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: October 19, 2015

Presenter: Jack Veit

Agenda Item No. 13

COUNTY MANAGER'S REPORT

Agenda Date: October 19, 2015

Presenter: _____

Agenda Item No. 14

COMMISSIONERS' REPORTS