

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, FEBRUARY 1, 2016
7:00 P.M.**

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

APPROVE MINUTES OF JANUARY 19, 2016 REGULAR SESSION

1. PETITIONS OF CITIZENS
 - A. General Comments
 - B. Comments Related to Proposed Resolution Concerning Refugee Resettlement

2. CONSENT AGENDA
 - A. Proclamation Recognizing Mrs. Arabelle Bryant
 - B. Tax Releases and Refunds
 - C. Request to Set Close-Out Public Hearing for FY12 CDBG Infrastructure Program
 - D. Subdivisions for Approval
 - E. Approval of Updates to Sheriff's Department Records Retention Schedule

DEPARTMENTAL MATTERS

3. TAX: Ronnie Antry, Tax Administrator; Glenn Jones, Chief Appraiser
 - A. Report of Unpaid 2015 Taxes
 - B. Revaluation Update

4. SOLID WASTE – SOLID WASTE AGREEMENT: Rusty Cotton, Solid Waste Director

5. ECONOMIC DEVELOPMENT – REQUEST APPROVAL OF GRANT OF EASEMENT TO PIEDMONT NATURAL GAS: Timothy Downs, Economic Development Director

6. DISCUSSION OF PROPOSED DRAFT RESOLUTION ON REFUGEES FROM TERRORIST NATIONS: Commissioner Dacey

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

Agenda Date: February 1, 2016

Presenter: _____

Agenda Item No. 1

Board Action Required or Considered: No

PETITIONS OF CITIZENS

Public Comments will proceed pursuant to the Craven County Board of Commissioners' Rules of Procedure, and in accordance with NCGS 153A-52.1, as follows.

A. GENERAL COMMENTS

Each speaker must address the board as a whole (and not any individual Commissioner or the audience) from the lectern and begin their remarks by giving their name, stating whether they are residents of Craven County, indicating the municipality within which they reside, if any, and stating the topic about which they intend to speak. Speakers are encouraged to limit their comments to matters of interest to the County and its citizens. Each speaker will have four (4) minutes to make remarks. A speaker may not yield any of his or her time to another speaker. Speakers may not discuss matters which are the subject of public hearings, and they must be courteous in their language and presentation. Restatements or repetitive comments by the same speaker, whether at the same or separate meetings, may be ruled out of order and terminated by the chair. Personal attacks will not be tolerated. Speakers may leave written comments and/or supporting documents, if any, with the clerk to the board.

B. COMMENTS RELATED TO PROPOSED RESOLUTION CONCERNING REFUGEE RESETTLEMENT

In addition to the process stated above, the following applies.

If at the beginning of the public comment period, the Chair determines that the time required to hear all speakers on the sign-up sheet would unduly disrupt the conduct of County business or cause undue inconvenience to citizens in attendance for other items on the agenda, the Chair may require the designation of spokesman, or the selection of delegates, for groups of persons supporting or opposing the same positions. The Chair may also move the period for public comment to some time later in the meeting, and further may modify the time of each speaker to not less than three (3) minutes nor more than four (4) minutes.

Board Action: Receive information

Agenda Date: February 1, 2016

Presenter: _____

Agenda Item No. 2

Board Action Required or Considered: Yes

CONSENT AGENDA

A. PROCLAMATION RECOGNIZING MRS. ARABELLE BRYANT

On February 7 the Historic Dryborough Association will honor Mrs. Arabelle Bryant as a Community Stalwart and Educator. The Board is requested to adopt the proclamation that appears as Attachment #2.A. for presentation at the event, which will be held at the New Bern Public Library Auditorium.

B. TAX RELEASES AND REFUNDS

The Board will be requested to approve the routine requests for tax releases and refunds contained in Attachment #2.B.

C. REQUEST TO SET CLOSE-OUT PUBLIC HEARING FOR FY12 CDBG INFRASTRUCTURE PROGRAM

The Craven County Planning Department is requesting to set a public hearing on February 15th, 2016 at 8:30 a.m. The purpose of this public hearing is to review the budget and activities that have been accomplished through the County's FY12 CDBG Infrastructure Project. The program activities are complete and the County is in the process of closing out the grant. The program accomplishments included new water service to Henderson-Godette Road in the Harlowe area and substantial sewer improvements within the James City area. Total cost of activities was \$727,358.66 in CDBG Program funds, benefitting 100% low to moderate income households.

D. SUBDIVISIONS FOR APPROVAL

The Board will be requested to approve the following subdivisions. The Planning Board met on January 28 and recommended their approval.

1. **Sandra C. Connor Property – Final**

- Property is owned by Sandra Connor and surveyed by Joe Chance, PLS
- Property is located within Twp. 7, off of US Hwy 70 Service Rd. (SR 1156)
- Parcel ID 7-054-6-015
- Subdivision contains 2 lots on 6.37 acres
- Lots proposed to be served by community water and City of New Bern Sewer

2. **Curtis Lee Morris - Final**

- Property is owned by Curtis L. Morris and surveyed by Gaskins Land Surveying, P.A.
- Property is located within Twp. 1, off of Ward Field Rd. (SR 1451)
- Parcel ID 1-055-011
- Subdivision contains 1 lot on 3.23 acres
- Lot proposed to be served by community water and an existing septic system

3. **George A. Coeyman - Final**

- Property is owned by George A. Coeyman and surveyed by James Simmons Surveying
- Property is located within Twp. 5, off of Temples Point Rd. (SR 1711)
- Parcel ID 5-011-061
- Subdivision contains 1 lot on 5.65 acres
- Lot proposed to be served by community water and an existing septic system

4. **Robin Leary – Final**

- Property is owned by William Pappas, Jeremy Riggs and Justin Riggs and surveyed by Matthews Surveying
- Property is located within Twp. 3, off of Loop Rd. (SR 1252)
- Parcel ID 3-024-055
- Subdivision contains 1 lot on 2.00 acres
- Lot proposed to be served by community water and an individual septic system
- Proposed new road name Jacob Ln.

E. APPROVAL OF UPDATES TO SHERIFF'S DEPARTMENT RECORDS
RETENTION SCHEDULE

The Sheriff's Department requests approval of the updated Sheriff's Departments' Records Retention Schedule which was recently published by the N.C. Division of Archives and Records. This is the standard adopted statewide for County Sheriffs' offices. Attachment #2.E. summarizes the changes from the schedule that has already been in use.

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

Agenda Date: February 1, 2016

Presenters: Ronnie Antry, Glenn Jones

Agenda Item No. 3

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: TAX

A. REPORT OF UNPAID 2015 TAXES

Tax Administrator, Ronnie Antry, will present to the Board the amount of 2015 taxes that remain unpaid which are a lien upon real estate. NCGS 105-369(a) requires this report.

This statute also requires the Board to order him to advertise in a newspaper of general circulation in the County the tax liens for 2015. The Board is requested to authorize that the liens be advertised in *The Sun Journal* on April 18, 2016.

Board Action: Authorize advertisement of liens.

B. REVALUATION UPDATE

Chief Appraiser, Glenn Jones, and Mr. Antry will update the Board on the 2016 revaluation, including activities to date and what to expect in the upcoming months. The project is scheduled to be completed next month and notices will be mailed in late February.

Board Action: Receive information

Agenda Date: February 1, 2016

Presenter: Rusty Cotton

Agenda Item No. 4

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: SOLID WASTE – SOLID WASTE AGREEMENT

On November 16, 2015, the Board of Commissioners directed Staff to proceed with renewing the Convenience Centers Hauling Agreement and the Recyclable Materials Collection Exclusive Franchise Agreement. The Commissioners were in agreement to extend these two (2) Contracts for an additional three (3) year period with the stipulation that the Convenience Centers Hauling Agreement have language in the contract that spilling or blowing of contents from the hauling of open top roll off containers hauled by the Contractor be prevented. The Solid Waste Department has added this language into the new contract (page 10, article 3.19) and the contracts have been reviewed by the County Attorney.

Additionally, there has been a change to our metal recycling vendor due to the closure of SIMS Metal Management located on Neuse Boulevard. We have established a relationship with two new metal recycling vendors within Craven County.

After subsequent review, the current contractor for the Convenience Centers Hauling Agreement (Republic Services) has requested different terms in the Agreement. Under the County Attorney's advice, this would constitute a material change to the Agreement and would require the County to bid out the Hauling Agreement. The Solid Waste Department is currently working on this bid process.

The Recyclable Materials Collection Exclusive Franchise Agreement is ready for review by the Board of Commissioners and the Solid Waste Department requests direction from the Board concerning execution of this renewal. (See Attachment #4)

Board Action: Review new language in agreement as directed by the Board; authorize execution; and authorize solicitation of Requests for Proposals for Convenience Centers Hauling Agreement.

Agenda Date: February 1, 2016

Presenter: Timothy Downs

Agenda Item No. 5

Board Action Required or Considered: Yes

**DEPARTMENTAL MATTERS: ECONOMIC DEVELOPMENT – REQUEST
APPROVAL OF GRANT OF EASEMENT TO PIEDMONT NATURAL GAS**

Economic Development Director, Timothy Downs, will present a map, shown as Attachment #5, prepared in 2001 by Robert Chiles, P.E., which shows a twenty foot easement for a North Carolina Natural Gas main line on the south portion of the Craven County Industrial Park. This map has been used and relied upon by many parties over the years. Recent developments at the Industrial Park revealed that no Grant of Easement by Craven County was ever recorded. It is recommended that the Board approve the Grant of Easement to Piedmont Natural Gas and approve the execution of documents contained in Attachment #5.1.

Board Action: Approval of the Grant of Easement.

Agenda Date: February 1, 2016

Presenter: Commissioner Dacey

Agenda Item No. 6

**DISCUSSION OF PROPOSED DRAFT RESOLUTION ON REFUGEES FROM
TERRORIST NATIONS**

Commissioner Dacey will lead discussion of the subject resolution, which is continued from the Board's last meeting. The draft resolution appears as Attachment #6.

Agenda Date: February 1, 2016

Presenter: _____

Agenda Item No. 7

Board Action Required or Considered: Yes

APPOINTMENTS

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

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

A. PENDING APPOINTMENT(S):

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.

CRAVEN COUNTY CLEAN SWEEP COMMITTEE

AUTHORIZATION: Bylaws

MISSION/FUNCTION: To eliminate littering and promote recycling through education and ordinance enforcement.

NUMBER OF MEMBERS:

15

TYPE:

Civic, neighborhood, municipal, industrial business, schools

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

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: 3rd Wednesday of the months of March, June, September and December

COMPENSATION: No Yes Specify: _____

Term(s) vacated: Len Long (Deceased)

Application(s) on file: Pamela Roberts (Attachment # 7.A.)

B. CURRENT APPOINTMENT(S)

CRAVEN AGING PLANNING BOARD

AUTHORIZATION: Bylaws

MISSION/FUNCTION: To provide a comprehensive assessment of the needs and opportunities associated with older adults; an achievable vision of successful aging. Craven County based programs for the support of and investment in older adults and their families, including a system of care for high-risk older adults; and policy strategies for maximizing the functional independence and quality of life of older adults and their families consonant with their wishes and desires.

Serves as the sole policy formulation board concerning aging programs on behalf of the Craven County Board of Commissioners.

NUMBER OF MEMBERS:

18

TYPE:

Agency - 10
Local Government - 3
Client/Caregiver - 2
Senior Representative - 3

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

Representative of senior population (60+ years of age), client representative (caretaker of an older adult, employed by or volunteering for senior service provider) or representative of one of the following agencies or government entities: Craven County DSS, Craven County Health, Carolina East Medical Center, CARTS, Employment Security Commission, Neuse Center, Coastal Community Action, Legal Aid of North Carolina, Senior Tarheel Legislature, Craven County Commissioners, Craven County Manager, Council of Governments.

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: Fourth Thursday of every second month, beginning in January, at 1:30 p.m. in the Craven County Administration Building

COMPENSATION: No Yes Specify: _____

Terms ending:

- Gwen Bryan (County Manager’s designee)
- Tonya Cedars (ECCOG)
- Jayne Davis (AARP)
- Sherry Roy (CarolinaEast)
- Dora Jones (Client Representative-appointed 2010)
- Mary Ann Mehan (DSS)
- Georgia Newkirk (Coastal Community Action)
- Deborah Patterson (Legal Aid of NC)
- Dean Roberts (Client Representative-appointed 2012)

No applications on file.

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

Terms expiring: Bradley Lanto (2013; MCAS Cherry Point)
Walter Mills (2013; Chief District Court Judge)
Christopher Morning (2013; Havelock P.D.)

No applications on file.

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: Donna Siegmund (2013)

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

Terms expiring:

Lee Kyle Allen III (2010)

Bud Stilley (2010)

C. UPCOMING APPOINTMENTS

March - None

Agenda Date: February 1, 2016

Presenter: Jim Hicks

Agenda Item No. 8

COUNTY ATTORNEY'S REPORT

INITIAL OFFER TO PURCHASE REAL PROPERTY – 435 PRICHARD AVENUE
(#5-021063).

The County has received an offer in the amount of \$3,000.00 for this property, which was acquired through a tax foreclosure. The total taxes and costs that were foreclosed on were \$2,952.34. The current tax value is \$15,160. Attachment #8 contains copies of the offer to purchase, deed, 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.

Agenda Date: February 1, 2016

Presenter: Jack Veit

Agenda Item No. 9

COUNTY MANAGER'S REPORT

Agenda Date: February 1, 2016

Presenter: _____

Agenda Item No. 10

COMMISSIONERS' REPORTS