

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, MAY 2, 2016
7:00 P.M.**

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

1. PETITIONS OF CITIZENS
2. PUBLIC HEARING: RECOMMENDED SUBDIVISION ORDINANCE CHANGES
3. CONSENT AGENDA
 - A. Approval of April 18, 2016 Minutes
 - B. Tax Releases and Refund
4. CRAVEN AGING PLANNING BOARD FUNDING ALLOCATIONS
RECOMMENDATIONS: Alfreda Stout, Lead Agency Representative, and Georgia Newkirk, Chair
5. CRAVEN COMMUNITY COLLEGE BUDGET PRESENTATION: Dr. Ray Staats, President and Dr. Page Varnell, Vice President for Administration
6. CRAVEN COUNTY BOARD OF EDUCATION PRESENTATION: Dr. Lane Mills, Superintendent

DEPARTMENTAL MATTERS

7. FINANCE – APPROVAL OF PUBLIC SCHOOL FUNDING DRAW-DOWN: Craig Warren, Finance Director
8. APPOINTMENTS
9. COUNTY ATTORNEY’S REPORT: Jim Hicks
10. COUNTY MANAGER’S REPORT: Jack Veit
11. COMMISSIONERS’ REPORTS

Agenda Date: May 2, 2016

Presenter: _____

Agenda Item No. 1

Board Action Required or Considered: No

PETITIONS OF CITIZENS

Board Action: Receive information

Agenda Date: May 2, 2016

Presenter: Jason Frederick

Agenda Item No. 2

Board Action Required or Considered: Yes

PUBLIC HEARING: RECOMMENDED SUBDIVISION ORDINANCE

A public hearing will be held on May 2nd, 2016 at 7:00 p.m. The purpose of this public hearing is to receive public input regarding the proposed changes to the Craven County Subdivision Ordinance. Planning Staff will be available to give a brief presentation on the proposed changes. Following the public hearing, Planning Staff request the Board to consider adoption of the ordinance changes. (See Attachment #2)

Board Action: A unanimous vote is needed to approve the subdivision ordinance changes.

A vote that is not unanimous will require a second vote at the next regular meeting.

Agenda Date: May 2, 2016

Presenter: _____

Agenda Item No. 3

Board Action Required or Considered: Yes

CONSENT AGENDA

A. APPROVAL OF APRIL 18, 2016 MINUTES

The Board will be requested to approve the minutes of April 18, 2016 regular session.

B. TAX RELEASES AND REFUND

The Board will be requested to approve the routine tax releases and refund contained in Attachment #3.B.

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

Agenda Date: May 2, 2016

Presenters: Alfreda Stout and Georgia Newkirk

Agenda Item No. 4

Board Action Required or Considered: Yes

CRAVEN AGING PLANNING BOARD FUNDING ALLOCATIONS

Alfreda Stout, representative of the Lead Agency (DSS) and Georgia Newkirk, Aging Planning Board Chairperson, will present the recommended funding allocations for the Home and Community Care Block Grant (HCCBG), as shown in Attachment #4.

Board Action: A vote to approve recommended allocations.

Agenda Date: May 2, 2016

Presenters: Dr. Ray Staats and Dr. Page Varnell

Agenda Item No. 5

Board Action Required or Considered: No

CRAVEN COMMUNITY COLLEGE BUDGET PRESENTATION

Craven Community College President, Dr. Ray Staats, and Vice President for Administration, Dr. Page Varnell, will present the proposed FY 2016-2017 budget and the funding request for the college to the County.

Board Action: Receive request

Agenda Date: May 2, 2016

Presenter: Dr. Lane Mills

Agenda Item No. 6

Board Action Required or Considered: No

CRAVEN COUNTY SCHOOLS BUDGET PRESENTATION

Superintendent of Schools, Dr. Lane Mills, will present the proposed Board of Education budget for FY 2016-2017 and the schools' funding request to the County.

Board Action: Receive request

Agenda Date: May 2, 2016

Presenter: Craig Warren

Agenda Item No. 7

Board Action Required or Considered: Yes

**DEPARTMENTAL MATTERS: FINANCE – APPROVAL OF PUBLIC SCHOOL
FUNDING DRAW – DOWN**

Annually the Board of Education and the Board of Commissioners approve a project to be submitted to the Department of Public Instruction (DPI) to draw down the lottery funds which have been allocated to Craven County. These funds are used to pay debt service. Craig Warren, Finance Director, will present the application to be submitted to DPI requesting the release of \$1,200,000 from the Public School Building Capital Fund. This draw down was previously approved by the Board of Education.

Board Action: A vote to approve the application

Agenda Date: May 2, 2016

Presenter: _____

Agenda Item No. 8

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):

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; parent who has lost child before the age of 18)

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: Carol Wolfe (Resigned)

No applications on file.

RIVER BEND BOARD OF ADJUSTMENT (EXTRATERRITORIAL JURISDICTION)

AUTHORIZATION: NCGS 160A-362

MISSION/FUNCTION: Serves as a quasi-judicial body; reviews and rules on permitted variances

NUMBER OF MEMBERS:

1

TYPE:

Resident of River Bend's ETJ Area

1

Alternate; resident of River Bend's ETJ Area

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

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: As needed

No applications on file.

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 Rpresentative - 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 Expiring: Joy Hudson (Permanent agency seat; Employment Security Commission "ESC")*

Linda LeDrew (Public Representative; does not wish to continue)

Application on file: Carolyn Bland (for Public Representative; Attachment # 8.A.)

* The ESC member has not been attending for some time. The Aging Planning Board is in the process of determining if this seat needs to continue or if bylaws need amendment.

CRAVEN COUNTY HEALTH BOARD

AUTHORIZATION: NCGS 130A-35

MISSION/FUNCTION: Primary policy making and hearing body for the Craven County Health Department, charged with the immediate care and responsibility for promoting and protecting the public health in Craven County.

NUMBER OF MEMBERS:

11

TYPE:

A physician, dentist, optometrist, veterinarian,
registered nurse, licensed pharmacist, Craven
County Commissioner, general public

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

(See above)

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: 2nd Monday of every month, 12:00 – 1:30 p.m.

COMPENSATION: No Yes Specify: \$50/meeting

Term(s) expiring: Dr. Eric Wheelis (**Veterinarian; not seeking re-appointment**)

No application on file.

AGRICULTURAL ADVISORY COMMITTEE

AUTHORIZATION: Local Ordinance

MISSION/FUNCTION: Administer provision of the Craven County Voluntary Agricultural District Ordinance and perform other agricultural related tasks or duties assigned by the Craven Count Board of Commissioners.

NUMBER OF MEMBERS:
9

TYPE:
(See qualifications)

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):
1) resident of area Township representing; 2) agricultural landowner; 3) actively and directly involved in agricultural production on at least 10 acres of farmland 4) special interest, experience, or education in agriculture and/or rural land preservation

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: At the call of the Chairperson

COMPENSATION: No Yes Specify: _____

Terms expiring: Jimmy Arthur (**Not seeking reappointment**)

No applications on file.

B. CURRENT APPOINTMENTS

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 Education, representative nominated by Craven County Law Enforcement Association, representative from naval hospital aboard MCAS Cherry Point, ad hoc members (ECCOG EMS Director, OEMS Regional Coordinator, American Red Cross Director

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

(See above)

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: Bi-monthly

COMPENSATION: No Yes Specify: _____

Term(s) Expiring: Tim Wetherington (Appointed 2012; will continue)
Jonathan Stephens (Appointed 2012; will continue)

No applications on file.

LOCAL EMERGENCY PLANNING COMMITTEE

AUTHORIZATION: Bylaws in accordance with Title III of the Superfund Amendments and Reauthorization Act of 1986 and NC Emergency Response Commission Resolution 13 of April 2004

MISSION/FUNCTION: To perform duties lawfully assigned by the North Carolina Emergency Response Commission, including but not limited to developing a chemical hazard/risk analysis, providing planning assistance and review of all chemically related emergency response and disaster plans upon request, and serving as liaison with local hazardous materials response training programs.

NUMBER OF MEMBERS:
Not Specified

TYPE:
From recommended agencies:
Encee Chemical, Carolina East Medical Center,
Weyerhaeuser Company, Health Department,
Emergency Services, Cooperative Extension, BSH,
City of New Bern Fire and Rescue, Neuse River
Foundation, The Sun Journal, Craven Correctional
Center, MCAS Cherry Point, American Red Cross,
County Commissioner

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

Must possess or have ready access to a wide range of expertise relating to the community, industrial facilities and transportation, and the mechanics of emergency response and response planning.

LENGTH OF TERMS: 1 Year

MEETING SCHEDULE: Quarterly (February, May, August, November)

COMPENSATION: No Yes Specify: _____

Terms due to expire:

Paul Bryant (Appointed 2011; wishes to continue)
Danny Hill (Appointed 2011; wishes to continue)
Tamara Jones (Appointed 2011; checking)
Timothy Lawrence (Appointed 2011; MCAS*)
Rick Weaver (Appointed 2011; MCAS*)
Scott Hansen (Appointed 2011; wishes to continue)

*MCAS representatives are continuing.

Applications on file:

NEW BERN BOARD OF ADJUSTMENT

AUTHORIZATION: City Ordinance

MISSION/FUNCTION: To hear and decide appeals from and review of orders, requirements, decisions or determinations made administratively relative to zoning.

NUMBER OF MEMBERS:	TYPE:
<u>5</u>	_____
_____	_____
_____	_____
_____	_____

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

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: The last Monday of each month at 6:30 p.m.

COMPENSATION: No ; Yes Specify: \$15 per meeting

Expiring term: John "Pop" Murrell (Appointed 2013; willing to continue serving)

No applications on file.

C. UPCOMING APPOINTMENTS

June

ABC Board:

Chip Chagnon (Appointed 2013)
Tony Lee (Appointed 2013)
Barbara Whiteman (Appointed 2013)

Social Services Board:

Clayton Gaskins (Appointed 2013)

Fire Tax Commissioner:

Sandra Hammer (Appointed 2014)

Juvenile Crime Prevention Council:

Jennifer Dacey (Appointed 2013)
Dawn Gibson (Appointed 2014)
Debbie Hodges (Appointed 2010; Schools)
Jan Hood (Appointed 2012; Non-Profit; retired)
Jean Huryn (Appointed 2010; Substance Abuse)
Faye Legacy (Appointed 2014; DSS)
Todd Shuart (Appointed 2010; YMCA)
Toussaint Summers (Appointed 2011; N.B.P.D.)

Nursing Home Advisory Committee:

Howard Humphreys (Appointed 2013)

Recreation Advisory Board:

Dickie Fairburn (Appointed 2009; two terms)
Cathy Frazier (Appointed 2013)
Bill Taylor (Appointed 2010; two terms)

Coastal Carolina Airport Authority:

Harold Blot (Appointed 2008)

Agenda Date: May 2, 2016

Presenter: Jim Hicks

Agenda Item No. 9

COUNTY ATTORNEY'S REPORT

A. Initial Offer to Purchase Real Property – NC Hwy 43, Vanceboro (Parcel Number 1-044-050)

County Attorney, Jim Hicks, will present an offer received by the County in the amount of \$1,500.00 for the property located at NC Hwy 43, Vanceboro, which was acquired through a tax foreclosure. The total taxes and costs that were foreclosed on were \$2,286.60. The current tax value is \$4,350.00. Attachment #9.A. contains 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.

B. Short-term Lease of Real Property – 1032 Cedar Street, New Bern (Parcel Number 8-007-062).

Preservation Management, Inc., the managing entity of the Craven Terrace Public Housing Complex, desires to lease the property located at 1032 Cedar Street, New Bern, for the purpose of a community garden for the residents of Craven Terrace through October 31, 2016. The property is jointly owned with the City of New Bern.

Should the County agree to the request, it is required to adopt the resolution shown as Attachment #9.B.

Agenda Date: May 2, 2016

Presenter: Jack Veit

Agenda Item No. 10

COUNTY MANAGER'S REPORT

Agenda Date: May 2, 2016

Presenter: _____

Agenda Item No. 11

COMMISSIONERS' REPORTS