

**AGENDA  
CRAVEN COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
MONDAY, JUNE 6, 2016  
7:00 P.M.**

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

1. PUBLIC HEARING – FY 2016-2017 BUDGET
2. PETITIONS OF CITIZENS
3. CONSENT AGENDA
  - A. Minutes of May 16, 2016, May 19, 2016 and May 20, 2016
  - B. Tax Releases and Refunds
  - C. Service Person of the Quarter
  - D. Budget Amendments

DEPARTMENTAL MATTERS

4. SHERIFF – BUDGET AMENDMENT: Jesse Pittman, Administrative Captain
5. FINANCE – BUDGET AMENDMENTS: Craig Warren, Finance Director
6. APPOINTMENTS
7. COUNTY ATTORNEY'S REPORT: Jim Hicks
8. COUNTY MANAGER'S REPORT: Jack Veit
9. COMMISSIONERS' REPORTS

Agenda Date: June 6, 2016

Presenter: \_\_\_\_\_

Agenda Item No. 1

Board Action Required or Considered: No

## **PUBLIC HEARING – FY 2016-2017 BUDGET**

The Board will go into public hearing, as advertised, to receive public input on the proposed FY 2016-2017 budget, which has been available to the public in the County Manager's office and on the County's website since May 16.

**Board Action: Receive Information**

Agenda Date: June 6, 2016

Presenter: \_\_\_\_\_

Agenda Item No. 2

Board Action Required or Considered: No

## PETITIONS OF CITIZENS

**Board Action: Receive Information**

Agenda Date: June 6, 2016

Presenter: \_\_\_\_\_

Agenda Item No. 3

Board Action Required or Considered: Yes

## CONSENT AGENDA

### A. MINUTES

The Board will be requested to approve the minutes of May 16, 2016 regular session and May 19 and May 20, 2016 reconvened sessions.

### B. TAX RELEASES

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

### C. SERVICE PERSON OF THE QUARTER

The Board will be requested to adopt the resolution contained in Attachment #3.C., recognizing Corporal Gregory F. Carlo as Military Service Person of the Quarter.

### D. BUDGET AMENDMENTS

The Board will be requested to approve the budget amendments contained in Attachment #3.D.

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

Agenda Date: June 6, 2016

Presenter: Captain Jesse Pittman

Agenda Item No. 4

Board Action Required or Considered: Yes

**DEPARTMENTAL MATTERS: SHERIFF – BUDGET AMENDMENT**

Jesse Pittman, Administrative Captain, will present the budget amendment contained in Attachment #4 to cover shortages in inmate medical expenses, utilities, inmate welfare and facility maintenance through the end of the current fiscal year.

Many of these shortages are due to the increased number of inmates being housed under the State Misdemeanor Confinement program. Revenue generated from the program this fiscal year was double the projected amount. To date, the department has collected \$409,000 in revenue from the state.

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

Agenda Date: June 6, 2016

Presenter: Craig Warren

Agenda Item No. 5

Board Action Required or Considered: Yes

**DEPARTMENTAL MATTERS: FINANCE – BUDGET AMENDMENTS**

Finance Director, Craig Warren, will present the following budget amendments for the Board's approval. (See Attachment #5)

**Amendments:** Medical Examiner – Craven County is responsible for paying the cost of Autopsy fees and Medical Examiner fees for the deceased. Office of Chief Medical Examiner sent an email in November 2015 stating that the Autopsy Fee was increasing from \$1,250 to \$1,750 per decedent and the Medical Examiner Report Fee was increasing from \$100 to \$200 per decedent. This change was to be effective October 1, 2015. Need to budget an additional \$53,250 for Autopsy fees and \$7,700 for Medical Examiner Investigation Report fees.

General/Pass through – The Juvenile Crime Prevention Council (JCPC) awarded the Area Day Reporting Center additional discretionary funding for FY 2016. Need to budget an additional \$12,200 pass through funds to this program.

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

Agenda Date: June 6, 2016

Presenter: \_\_\_\_\_

Agenda Item No. 6

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):**

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

Term(s) to fill: Appointment of alternate

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

**No applications on file.**

\* 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.

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**

CRAVEN COUNTY ABC BOARD

AUTHORIZATION: N.C.G.S. 18B-700

MISSION/FUNCTION: To serve the locality responsibly by controlling the sale of spiritous liquor and promoting customer-friendly, modern and efficient stores.

NUMBER OF MEMBERS:	TYPE:
<u>3</u>	_____
_____	_____
_____	_____
_____	_____

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

Interest in public affairs, good judgement, knowledge, ability and good moral character

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: Third Tuesday of each month at 5:30 p.m. in the boardroom of the warehouse located at 3493 Martin Drive

COMPENSATION: No  Yes  Specify: \$90/month

**Appointments due to expire:** Chip Chagnon (Appointed 2013)  
 Tony Lee (Appointed 2013)  
 Barbara Whiteman (Appointed 2013)

**Applications on file:** Dred Mitchell, Jr.  
 John Willard  
 Nathaniel Johnson

(See Attachment # 6.B.)

SOCIAL SERVICES BOARD

AUTHORIZATION: N.C.G.S. 108A-1-11

MISSION/FUNCTION: \_\_\_\_\_

NUMBER OF MEMBERS:

5

\_\_\_\_\_

\_\_\_\_\_

TYPE:

2 County Appointees

2 State Appointees

1 Member Appointed by DSS Board

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

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: January, 4<sup>th</sup> Monday at 5:00 p.m.; February – December, 3<sup>rd</sup> Monday of each month at 5:00 p.m.

COMPENSATION: No  Yes  Specify: \$15.00/Meeting

**Term(s) due to expire:**

Clayton Gaskins (Appointed 2013; would like to be reappointed)

**Application(s) on file:**

Dann Miler (Attachment # 6.B.1.)

**FIRE TAX COMMISSIONERS**

AUTHORIZATION: N.C.G.S. 69-25.7

MISSION/FUNCTION: To serve in an advisory capacity as representatives of the County Commissioners relative to determining the amount of fire protection needed in their respective districts, assuring that district residents are afforded fire protection commensurate with the amount of fire tax paid, and furnishing said protection.

NUMBER OF MEMBERS:

30

\_\_\_\_\_

TYPE:

3 per District

\_\_\_\_\_

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

Must be a qualified voter of the district represented.

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: \_\_\_\_\_

COMPENSATION: No  Yes  Specify: \_\_\_\_\_

**Term(s) due to expire:** Sandra Hammer (Appointed 2014)

**No applications on file.**

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

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

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: 2<sup>nd</sup> Monday of the month 12:30 p.m.

COMPENSATION: No  Yes  Specify: \_\_\_\_\_

**Term(s) expiring:**

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

**Applications on file:**

Carli Woolard  
Jayne Kendall

(See Attachment #6.B.2.)

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: \_\_\_\_\_

**Appointments due to expire:** Howard Humphreys (Appointed 2013)  
Martha Bryant-Watkins (Resigned)

**No applications on file.**

RECREATION AND PARKS ADVISORY BOARD

AUTHORIZATION: Bylaws

MISSION/FUNCTION: Serves as the recreation advisory body for the Craven County Department of Recreation and Parks; suggests policies; consults with and advises Recreation Director, County Manager and Commissioners in matters related to recreation programs, finances, acquisition and disposal of property consistent with overall, long range recreation planning.

NUMBER OF MEMBERS:

12  
\_\_\_\_\_

TYPE:

1 from each township (8)  
4 at-large

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

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: 3<sup>rd</sup> Monday at 6:00 p.m.; Administration conference room

COMPENSATION: No  Yes

Specify: \_\_\_\_\_

**Term(s) due to expire:**

Dickie Fairburn (Appointed 2009; two terms\*)  
Cathy Frazier (Appointed 2013)  
Abel Sandoval (Appointed 2013)  
Bill Taylor (Appointed 2010; two terms\*)  
Forrestine Riggs (Appointed 2012; not participating)

\*Recreation and Parks bylaws limit board members to two terms.

**Application(s) on file:**

Talina Massey  
Todd Frankson

(See Attachment #6.B.3.)

**The Recreation Director requests deferment and would like to come forth with a recommendation.**

COASTAL CAROLINA AIRPORT AUTHORITY

AUTHORIZATION: General Statutes (Chapter 1197 session laws of 1979; Chapter 1046 session laws of 1989)

MISSION/FUNCTION: "...to meet monthly, and at such other times, as necessary, to discuss and decide on affairs pertinent to the operation, maintenance and control of the craven County Regional Airport".

NUMBER OF MEMBERS:

8

4

TYPE:

Voting

Non-voting

(Carteret, Jones, Pamlico, MCAS)

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

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: 3<sup>rd</sup> Tuesday of each month; 2:00 p.m.

COMPENSATION: No  Yes

Specify: \$100/month

**Term(s) expiring:**

Harold Blot (Appointed 2008; willing to continue serving)

**Application(s) on file:**

Jeffrey Nelson  
Ernest Connor  
Stanley Purcell  
Talina Massey  
Todd Frankson

**(See Attachment #6.B.4.)**

EMERGENCY MEDICAL SERVICES ADVISORY COUNCIL

AUTHORIZATION: \_\_\_\_\_

MISSION/FUNCTION: Functions as a technical committee of the Board of Commissioners to develop and recommend for approval by the Board of Commissioners standards of care, policies, procedures and actions which will maintain and improve the quality of Emergency Medical Services for Craven County residents.

NUMBER OF MEMBERS: \_\_\_\_\_ TYPE: \_\_\_\_\_  
28 \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_

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

1) Craven County Manager, or designee; 2) Director of Emergency Services; 3) representative from each EMS provider; 4) representative from each authorized First Responder provider; 5) hospital president or designee; 6) County Medical Director; 7) physician nominated by Craven County Medical Society; 8) representative from Communications division; 9) representative nominated by Craven County Firemen’s Association; 10) hospital emergency room supervisor; 11) non-provider affiliated citizen; 12) Community College Dean of Continuing Education; 13) representative nominated by Craven County Law Enforcement Association; 14) representative from Naval Hospital at Cherry Point; 15) ad hoc members to include Eastern Carolina Council of Governments, EMS Director, NC Office of Emergency Medical Services, and Executive Director of the American Red Cross

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: Bi-monthly

COMPENSATION: No  Yes  Specify: \_\_\_\_\_

**Term(s) expiring:** Freda Yeck (Representing provider, JAS)

**Application(s) on file:** Andrew Reed (Replacement for JAS)

(See Attachment # 6.B.5.)

**C. UPCOMING APPOINTMENTS – JULY**

Craven Aging Planning Board: Lavick Williams (Senior Tar Heel Legislature Representative)

Planning Board: Richard Maher (Appointed 2012)

River Bend Board of Adjustment: Kelly Forrest (Appointed 2007)

Agenda Date: June 6, 2016

Presenter: Jim Hicks

Agenda Item No. 7

## COUNTY ATTORNEY'S REPORT

A. Final Acceptance - NC Hwy 43, Vanceboro (Parcel Number 1-044-050).

County Attorney, Jim Hicks, will present an offer previously received and tentatively approved 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 were \$2,286.60. The current tax value is \$4,350.00. The offer was advertised, and there were no upset bids.

Attachment #7.A contains the proposed resolution, deed and lien waiver.

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

The County previously approved a lease with Preservation Management, Inc., the managing entity of the Craven Terrace Public Housing Complex, 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.

Subsequent to these actions, Preservation Management has advised that the correct lessee should be Poultry in Motion, LLC. Further, the City attorney has modified the lease agreement to clarify responsibilities for environmental conditions.

Should the County agree to the request, it is required to adopt the resolution contained in Attachment #7.B.

Agenda Date: June 6, 2016

Presenter: Jack Veit

Agenda Item No. 8

## **COUNTY MANAGER'S REPORT**

Agenda Date: June 6, 2016

Presenter: \_\_\_\_\_

Agenda Item No. 9

## **COMMISSIONERS' REPORTS**

Schedule work session; recess