

**AGENDA  
CRAVEN COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
MONDAY, JUNE 20, 2016  
8:30 A.M.**

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

1. CONSENT AGENDA
  - A. Minutes of June 1, 2016 Reconvened Session and June 6, 2016 Regular Session
  - B. Tax Releases and Refunds
  - C. Budget Amendments
2. CONSIDERATION OF FY 2016-17 BUDGET ORDINANCE FOR ADOPTION: Jack Veit, County Manager, and Craig Warren, Finance Director
3. LITTLE SWIFT CREEK STREAM DEBRIS REMOVAL/BEAVER MANAGEMENT PROJECT AND SWIFT CREEK/HARLOWE CANAL MAINTENANCE PROJECTS: Patrick Baker, Natural Resource Conservationist

DEPARTMENTAL MATTERS

4. PLANNING – REQUEST TO CLOSE-OUT HAZARD MITIGATION PROGRAM PROJECT FUNDS 283 AND 284: Don Baumgardner, Planning Director
5. SHERIFF – BUDGET AMENDMENT: Capt. Jesse Pittman, Administrative Captain
6. FINANCE – BUDGET AMENDMENTS: Craig Warren, Finance Director
7. APPOINTMENTS
8. COUNTY ATTORNEY’S REPORT: Jim Hicks
9. COUNTY MANAGER’S REPORT: Jack Veit
10. COMMISSIONERS’ REPORTS

Agenda Date: June 20, 2016

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

Agenda Item No. 1

Board Action Required or Considered: Yes

## CONSENT AGENDA

### A. MINUTES OF JUNE 1, 2016 RECONVENED SESSION AND JUNE 6, 2016 REGULAR SESSION

The Board will be requested to approve the minutes of June 1, 2016 reconvened session and June 6, 2016 regular session.

### B. TAX RELEASES AND REFUNDS

The Board will be requested to approve the routine requests for tax releases and refunds contained in Attachment #1.B.

### C. BUDGET AMENDMENTS

The Board will be requested to approve the budget amendments contained in Attachment #1.C.

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

Agenda Date: June 20, 2016

Presenters: Jack Veit and Craig Warren

Agenda Item No. 2

Board Action Required or Considered: Yes

### **CONSIDERATION OF FY 2016-17 BUDGET ORDINANCE**

Jack Veit, County Manager, and Craig Warren, Finance Director, will present the Budget Ordinance for FY 2016-17, which will be provided to you under separate cover.

**Board Action: If there is no additional input from Commissioners regarding the budget, the Chairman will call for a motion to adopt the FY 2016-17 Budget Ordinance. A roll call vote will be required.**

Agenda Date: June 20, 2016

Presenter: Patrick Baker

Agenda Item No. 3

Board Action Required or Considered: Yes

**LITTLE SWIFT CREEK STREAM DEBRIS REMOVAL/BEAVER MANAGEMENT  
PROJECT AND SWIFT CREEK/HARLOWE CANAL MAINTENANCE PROJECTS**

Please refer to memorandum contained in Attachment #3.

**Board Action: Award the Little Swift Creek Stream Debris Removal project and the Swift Creek/Harlowe Canal maintenance projects contract to J & J Environmental, LLC in the amount of \$92,997 and to award the beaver management contract for Little Swift Creek to Claude Taylor in the amount of \$3,000 with these contracts being effective with the new fiscal year.**

Agenda Date: June 20, 2016

Presenter: Don Baumgardner

Agenda Item No. 4

Board Action Required or Considered: Yes

**DEPARTMENTAL MATTERS: PLANNING – REQUEST TO CLOSE-OUT HAZARD  
MITIGATION PROGRAM PROJECT FUNDS 283 AND 284**

Don Baumgardner, Planning Director, will present final reports for funds 283 and 284 that have been submitted, approved and reimbursements have been received from the State. Attachment #4 contains the closing budget amendments and ordinance updates. The program activities associated with funds 283 and 284 are complete and accomplishments included the elevation of (4) residential structures and the acquisition of (2) residential structures.

**Board Action: A roll call vote is needed to approve the budget amendments and close out funds 283 and 284.**

Agenda Date: June 20, 2016

Presenter: Jesse Pittman

Agenda Item No. 5

Board Action Required or Considered: Yes

**DEPARTMENTAL MATTERS: SHERIFF – BUDGET AMENDMENT**

Captain Jesse Pittman, Administrative Captain, will present the budget amendment shown as Attachment #5, to cover shortages in inmate medical expenses through the end of the current fiscal year.

The shortage is directly related to the hospitalization of two inmates with terminal illnesses.

One inmate, since this time, has been released and the other is still being housed. Invoices for this one inmate have exceeded \$22,000 and additional invoices for the second inmate are expected by the end of the month.

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

Agenda Date: June 20, 2016

Presenter: Craig Warren

Agenda Item No. 6

Board Action Required or Considered: Yes

## **DEPARTMENTAL MATTERS: FINANCE – BUDGET AMENDMENTS**

Craig Warren, Finance Director, will present the following budget amendments for the Board's approval. (See Attachment #6)

**Amendments:** Health Benefit – Need to budget an additional \$200,000 to cover Health Benefit claims through end of FY '16. This funding will need to come from Health Benefits (fd 512) fund balance.

Schools –One half of Article 40 and Article 42 sales tax distributed to counties is dedicated to school debt service. Given fiscal year-to-date collections and four more distributions to be credited to current fiscal year, it is anticipated that final receipts will be greater than originally projected. Need to budget an additional \$250,000 in expected revenue and corresponding transfer to Debt Service Fund.

Rescue Squads – Ambulance service fees/collections are exceeding amount budgeted. Need to budget an additional \$2,390 for Ft. Barnwell rescue, \$19,000 for Bridgeton rescue, \$6,900 for Vanceboro rescue and \$2,040 for Twp # 7 rescue (90% squads, 10% collection fees). Also need additional \$2,656 for New Bern/Craven rescue for ambulance transport to/from jail.

General Fund/Capital Reserve – Need to budget end of the year transfer of \$750,000 to the Capital Reserve Fund in anticipation of additional revenue received over budget.

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

Agenda Date: June 20, 2016

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

Agenda Item No. 7

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

**Application(s) on file:** Rick Fisher (Attachment #7.A.)

**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.**

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:** Dawn Gibson (Appointed 2014)  
Todd Stuart (Appointed 2010; YMCA; would like to continue serving)

**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: \_\_\_\_\_

**Appointments due to expire:** Martha Bryant-Watkins (Resigned)

**Application(s) on file:** Pamela Johnson (Attachment #7.A.1.)

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\*)

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

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

**B. CURRENT APPOINTMENTS**

**VOTING DELEGATE TO THE NACO ANNUAL CONFERENCE**

Commissioner Dacey is registered to attend. (See Attachment #7.B.)

**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)

**AUGUST**

Clean Sweep Committee: Judi Lloyd (Appointed 2010)  
Lynn Rosania (Appointed 2010)

EMS Advisory Council: Mark Dail (Rhems F.D.)  
James Davis (CarolinaEast; Appointed 2008)  
Doug Furgason (At-large; Appointed 2006)  
John Harrell (Bridgeton Rescue; Appointed 2009)  
Stanley Koontz (Carolina East Medical Director)  
Jean Matthews (Cove City Rescue)  
Debra Rogers (CarolinaEast E.D.; Appointed 2008)  
Ronnie Weems (Fire Association; Appointed 2010)  
Rick Zaccardelli (City of Havelock)

Fire Tax Commissioners: Otto Simmons (Appointed 2012)

Agenda Date: June 20, 2016

Presenter: Jim Hicks

Agenda Item No. 8

## **COUNTY ATTORNEY'S REPORT**

Agenda Date: June 20, 2016

Presenter: Jack Veit

Agenda Item No. 9

## **COUNTY MANAGER'S REPORT**

Agenda Date: June 20, 2016

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

Agenda Item No. 10

## **COMMISSIONERS' REPORTS**