

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

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

1. PETITIONS OF CITIZENS
2. CONSENT AGENDA
 - A. Minutes of August 15, 2016 Regular Session
 - B. Tax Releases and Refunds
 - C. Subdivisions and Mobile Home Park for Approval
 - D. Military Family of the Quarter
3. INTRODUCTION AND UPDATE ON THE BOARD OF EDUCATION: Dr. Meghan Doyle, Superintendent of Schools
4. ABC BOARD TRAVEL POLICY AND PRESENTATION: Chip Chagnon, Chairman
5. AIRPORT
 - A. Request for Acceptance of 2016 FAA Federal Grant Agreement: Andrew Shorter, Airport Director
 - B. Discussion of FAA Sponsorship transfer: Charles Cushman, Airport Attorney

DEPARTMENTAL MATTERS

6. EMERGENCY SERVICES-DEPARTMENT OF INSURANCE (DOI) FIRE DEPARTMENT MATCH: Brandon Stallings, Assistant Chief, Little Swift Creek Volunteer Fire Department (VFD) and Greg Milligan, Chief, Ft. Barnwell VFD
7. CARTS – INFORMATION REGARDING THE FY 2016-2017 RURAL OPERATING ASSISTANCE PROGRAM GRANT: Kelly Walker, Transportation Director

8. HEALTH
 - A. Zika Virus Plan: Scott Harrelson, Health Director and Ray Silverthorne, Environmental Health Director
 - B. Hospice and Federally Qualified Health Center (FQHC) Update: Scott Harrelson

9. ECONOMIC DEVELOPMENT – REQUEST FOR APPROVAL OF RESOLUTION EXEMPTING A SERVICE CONTRACT FROM THE PROVISIONS OF GENERAL STATUTE 143-64.31: Timothy Downs, Economic Development Director

10. APPOINTMENTS

11. COUNTY ATTORNEY’S REPORT: Jim Hicks

12. COUNTY MANAGER’S REPORT: Jack Veit

13. COMMISSIONERS’ REPORTS

Agenda Date: September 6, 2016

Presenter: _____

Agenda Item No. 1

Board Action Required or Considered: No

PETITIONS OF CITIZENS

Board Action: Receive information

Agenda Date: September 6, 2016

Presenter: _____

Agenda Item No. 2

Board Action Required or Considered: Yes

CONSENT AGENDA

A. MINUTES OF AUGUST 15, 2016 REGULAR SESSION

The Board will be requested to approve the minutes of August 15, 2016 regular session.

B. TAX RELEASES AND REFUNDS

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

C. SUBDIVISIONS AND MOBILE HOME PARK FOR APPROVAL

The Planning Board met on August 25th, 2016 and recommended the following Mobile Home Park and subdivisions for approval:

New Vision Park – Final

- Property is owned by William D. Cherry, III and surveyed by Suitt & Associates
- Property is located within Twp. 7, off of Old Cherry Point Rd. (SR 1113)
- Parcel ID 7-026-008
- MHP contains 2 lots on .26 acres
- Lots proposed to be served by Craven County Water and City of New Bern Sewer

Marian Dudley - Final

- Property is owned by Marian Dudley and surveyed by Gaskins Land Surveying, P.A.
- Property is located within Twp. 2, off of Great Swamp Rd. (SR 1627)
- Parcel ID 2-041-011
- Subdivision contains 4 lots on 8.20 acres
- Lots served by County Water and existing individual septic systems

Lake Hazel Estates - Final

- Property is owned by Robert J. Holton, Sr. and surveyed by Robert M. Chiles, P.E
- Property is located within Twp. 2, off of Two Lakes Trail (SR 1665)
- Parcel ID 2-026-19002
- Subdivision contains 4 lots on 6.805 acres
- Lots proposed to be served by County Water and individual septic systems

D. MILITARY FAMILY OF THE QUARTER

The Board will be requested to adopt the resolution appearing as Attachment #2.D., and designate a representative to present it at the recognition luncheon on September 8, 2016.

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

Agenda Date: September 6, 2016

Presenter: Meghan Doyle

Agenda Item No. 3

Board Action Required or Considered: No

INTRODUCTION AND UPDATE ON THE BOARD OF EDUCATION

Newly appointed Superintendent of Schools, Meghan Doyle, will attend to introduce herself to the Board and to provide an update on matters concerning the schools.

Board Action: Receive information

Agenda Date: September 6, 2016

Presenter: Chip Chagnon

Agenda Item No. 4

Board Action Required or Considered: Yes

ABC BOARD TRAVEL POLICY AND PRESENTATION

ABC Board Chairman, Chip Chagnon, will make a presentation to the County, and request that the Board approve the Travel Policy shown in Attachment #4. Approval of a travel policy must be solicited annually.

Board Action: Receive presentation and approve adoption of the ABC Board Travel Policy.

Agenda Date: September 6, 2016

Presenters: Andrew Shorter and Charles Cushman

Agenda Item No. 5

Board Action Required or Considered: Yes

AIRPORT

A. REQUEST FOR ACCEPTANCE OF 2016 FAA FEDERAL GRANT AGREEMENT

The Airport Sponsor's (Craven County) signature is required to accept a \$1,106,036.00 Federal Grant to cover FAA approved airport projects at the Coastal Carolina Regional Airport in 2016. The projects are: 1) Runway 04 approach on-airport obstruction removal, 2) Design and Permit work for airport drainage improvements and to rehabilitate Taxiways Bravo and Echo including a portion of the General Aviation apron, 3) Conduct a 20 year Airport Master Plan Update. The offer and agreement appear as Attachment #5.

Board Action: Authorize Chairman to execute the agreement.

B. DISCUSSION OF FAA SPONSORSHIP TRANSFER

The airport attorney will be present to discuss airport matters with the Board.

Board Action: Receive information.

Agenda Date: September 6, 2016

Presenters: Brandon Stallings and Greg Milligan

Agenda Item No. 6

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: EMERGENCY SERVICES – DEPARTMENT OF INSURANCE (DOI) FIRE DEPARTMENT MATCH

Brandon Stallings, Assistant Chief, Little Swift Creek Volunteer Fire Department (VFD) and Greg Milligan, Chief, Ft. Barnwell VFD, will request that the County match a fire grant received from the Department of Insurance. Details of these requests are contained in Attachment #6.

Board Action: Approval of County match.

Agenda Date: September 6, 2016

Presenter: Kelly Walker

Agenda Item No. 7

Board Action Required or Considered: No

DEPARTMENTAL MATTERS: CARTS – INFORMATION REGARDING THE FY 2016-2017 RURAL OPERATING ASSISTANCE PROGRAM GRANT

The Rural Operating Assistance Program (ROAP) is a state-funded public transportation grant program administered by the North Carolina Department of Transportation/Public Transportation Division (NCDOT/PTD). ROAP consolidates the Elderly and Disabled Assistance Program (EDTAP) for the rural and urban areas; the Employment Transportation Assistance Program (EMP) for the rural and urban areas; and the Rural General Public Program (RGP) for the rural area into one application. Each county within the CARTS service area is responsible for making a ROAP application for its respected county.

Craven County has been awarded \$90,472 for EDTAP; \$23,860 for EMP; and \$84,714 for RGP. The RGP Program requires a 10% match which is covered by fares charged to the passengers. A public hearing is not required to apply for this funding. In addition to the completed application, a Certified Statement signed by the County Manager and County Finance Director is required.

Board Action: For information only

Agenda Date: September 6, 2016

Presenters: Scott Harrelson and Ray Silverthorne

Agenda Item No. 8

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: HEALTH

A. ZIKA VIRUS PLAN

Scott Harrelson, Health Director and Ray Silverthorne, Environmental Health Director, will present a proposal to initiate an education and surveillance based program to address the arrival of the Zika virus into our area. The program will attempt to utilize existing manpower in the system to educate the general public on ways to address imported cases of Zika brought in from the traveling public and how to decrease the possibility of local transmission through native mosquito species. The budgetary requirements are estimated to remain less than \$10,000 and should include:

Stereo optics with gooseneck light sources..	6500.00
Supplies	2000.00
Training	<u>1000.00</u>
	9500.00

See Attachment #8.A.

Board Action: Request for approval of \$3,400 in County funding for the Zika response plan from Fund Balance. A roll call vote will be necessary.

B HOSPICE AND FEDERALLY QUALIFIED HEALTH CENTER (FQHC) UPDATE

Mr. Harrelson will provide a brief update for the Board on the year end data for the Hospice program. This past fiscal year was to be a proving year to see if the Hospice program could function as a stand-alone agency without drawing on County dollars to continue services.

He will also provide an update on the FQHC and recent operational site visit, which is a visit conducted every three years to assess whether or not we are meeting the 19 program requirements, assess productivity, financial stability and Community Health Center Board compliance. (See Attachment #8.B.)

Board Action: Receive information.

Agenda Date: September 6, 2016

Presenter: Timothy Downs

Agenda Item No. 9

Board Action Required or Considered: Yes

DEPARTMENTAL MATTERS: ECONOMIC DEVELOPMENT – REQUEST FOR APPROVAL OF RESOLUTION EXEMPTING A SERVICE CONTRACT FROM THE PROVISIONS OF GENERAL STATUTE 143-64.31

The continued development of the Craven County Industrial Park is a key component of the Comprehensive Economic Development Strategic Plan and the future growth of the County's economy. The Industrial Park needs work performed to make the remaining available sites "shovel ready" for development. Some of this work is engineering. N.C.Gen.Stat. §143-64.31 requires the selection of firms to perform architectural, engineering, and surveying services by a County to be without regard to fee, after public announcement of such services. N.C.Gen.Stat. §143-64.32 allows a County to exempt itself from the requirements of N.C.Gen.Stat. §143-64.31, when the amount of professional fees is estimated to be less than Fifty Thousand Dollars. Economic Development would like to proceed with the attached service contract to perform roadway design and permitting services for a new road off of Executive Parkway, located in the Industrial Park. Attached is a resolution that exempts this service contract from the provisions of G.S. §143-64.3.1 (See Attachment #9.)

Board Action: Consider approval of resolution

Agenda Date: September 6, 2016

Presenter: _____

Agenda Item No. 10

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):

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.

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: 3rd Monday at 6:00 p.m.; Administration conference room

COMPENSATION: No X Yes Specify: _____

Terms expiring: Dickie Fairburn (2 terms*); Cathy Frazier; Abel Sandoval; Bill Taylor (2 terms*)

The Board’s consensus at the last meeting was for Commissioners to reach out to Advisory Board members in their respective districts. Following is the list of current appointees:

LAST NAME	FIRST NAME	FIRST APP’T.	EXP.	ADDRESS/DISTRICT
(A) ALLEN	JENNINGS	2013	2016	1175 SPRING GARDEN RD (Dist. 2)
(A) BAUER	EUGENE	2015	2018	111 BOWLINE ROAD (Dist. 4)
(A) BERNTHAL	JIM	2011	2017	1000 CAMBRIDGE CT. (Dist. 4)
(A) BRAXTON	CHAD	2014	2017	404 FIRST AVE. VANCEBORO (At Large)
(I) FAIRBURN	DICKIE	2001	2016	3797 W NC HWY 55 W COVE CITY (At Large)
(A) FRAZIER	CATHY	2013	2016	155 DEWEY RD., HAVELOCK (Dist. 5)
(I) MCCOY*	KRISTEN	2012	2018	206 WEST SUNSET BLVD, COVE CITY (Dist. 2)
(A) MILLER	DANIEL	2011	2017	2308 CARACARA DR (Dist. 1)
(I) RIGGS	FORRESTINE	2012	2017	437 KORNEGAY, DOVER (Dist. 2)
(I) SANDOVAL*	ABEL	2013	2016	110 LEE K ALLEN DR.HAVELOCK (Dist. 6)
(A) TAYLOR	BILL	2010	2016	504 LILLIPUT DR. (Dist.7)
(A) WEBB	MATT	2014	2017	1013 COLLETON WAY (Dist. 4)

(A) – Active

(I) – Inactive

(*)- Inactive Intermittently; has been active but missed last couple of meetings

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) ending: Cindy Stone

Application on file: Shawna Knight (Attachment #10)

B. CURRENT APPOINTMENTS

RIVER BEND PLANNING BOARD (EXTRATERRITORIAL JURISDICTION)

AUTHORIZATION: NCGS 160A-382

MISSION/FUNCTION: To advise the Town Council and Manager on planning and zoning issues to include, but not limited to, establishment or revision of districts, regulation and restriction of the erection, construction, reconstruction, alteration, repair or use of buildings structures or land.

NUMBER OF MEMBERS:

1

TYPE:

Resident of River Bend's ETJ Area

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

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: 1st Thursday of the month at 7:00 p.m.

COMPENSATION: No Yes Specify: _____

Term expiring:

Kelly Forrest

C. UPCOMING APPOINTMENTS

OCTOBER

Aging Planning Board:

Clay Gaskins

Firemen's Relief Fund:

Aaron McLawhorn (Rhems)
Dred Mitchell (Cove City)

Fire Tax Commissioners:

Rolf Maris (Twp. #!)
Aaron McLawhorn (Rhems)
Joseph Midgette
Alton Riggs (No. 7 Twp.)

Agenda Date: September 6, 2016

Presenter: Jim Hicks

Agenda Item No. 11

COUNTY ATTORNEY'S REPORT

Offer to Assign Bid – 819 N. Craven Street, New Bern (Parcel Number 8-003-117)

The County and City of New Bern have received an offer for payment of \$10,143.84 to assign its joint bid of the same amount for this property to Sean Milburn. The total taxes and costs, including the City's taxes are \$10,143.84. Since the sale has not yet been confirmed and therefore the real property has not yet been conveyed, the proposed assignment will not need to be advertised for upset bids. This assignment must also be approved by the City of New Bern before it is effective.

Should the Board wish to assign its bid, it needs to adopt a motion approving the proposed Assignment, included as Attachment #11.

Agenda Date: September 6, 2016

Presenter: Jack Veit

Agenda Item No. 12

COUNTY MANAGER'S REPORT

Agenda Date: September 6, 2016

Presenter: _____

Agenda Item No. 13

COMMISSIONERS' REPORTS