

**AGENDA  
CRAVEN COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
TUESDAY, SEPTEMBER 5, 2017  
7:00 P.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

INVOCATION

APPROVE AGENDA

1. PUBLIC HEARING – PETITION TO CLOSE BUOY STREET
2. PUBLIC HEARING – CRAVEN AREA RURAL TRANSIT SYSTEM TITLE VI PROGRAM AND POLICY
3. PETITIONS OF CITIZENS
4. CONSENT AGENDA
  - A. Minutes of August 21, 2017
  - B. Subdivision for Approval
  - C. Tax Releases and Refunds
  - D. Request to Set Public Hearings for CDBG Disaster Recover Fund
  - E. Resolution for Military Family of the Quarter
5. AIRPORT MATTERS: Andrew Shorter, Airport Director
  - A. Authorize Acceptance of FAA Grant Agreement 3-37-0050-040-2017 and Execute Agreement
  - B. Authorization to Accept Grant #3-37-0050-041-2017 and Authorize the Chairman to Execute Final Agreement when Received
6. APPOINTMENTS
7. COUNTY ATTORNEY'S REPORT: Jim Hicks
8. COUNTY MANAGER'S REPORT: Jack Veit
9. COMMISSIONERS REPORTS

Agenda Date: September 5, 2017

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

Agenda Item No. 1

Board Action Required or Considered: Yes

## **PUBLIC HEARING – PETITION TO CLOSE BOUY STREET**

A public hearing will be held on September 5<sup>th</sup>, 2017 at 7:00 p.m. The purpose of this public hearing is to receive public input regarding the proposed closure for a portion of Bouy Street, an unopened public road right-of-way in Township 7, extending from US Highway 70 to property owned by the North Carolina Railroad.

Genman Property Management LLC, the current owner of property along the portion of Bouy Street to be closed has petitioned Craven County to consider the closure of this portion of Bouy Street in the James City area. (See Attachment #1) Per North Carolina General Statutes a public hearing must be held to approve or deny such requests. After the hearing all requirements of the general statutes would be met in order for the street to be closed. Once the public hearing is closed, in order to move forward with the closure of this street the Commissioners must adopt an order of closure. (See Attachment #1)

**Board Action: Adopt an order of road closure**

Agenda Date: September 5, 2017

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

Agenda Item No. 2

Board Action Required or Considered: Yes

**PUBLIC HEARING – CRAVEN AREA RURAL TRANSIT SYSTEM TITLE VI PROGRAM AND POLICY**

The Federal Transit Administration (FTA) requires that all direct and primary recipients document their compliance with Department of Transportation Title VI regulations by submitting a Title VI Program to their FTA regional civil rights officer once every three years or as otherwise directed. The Title VI Program Concurrence letter from FTA dated December 19, 2014 requires CARTS to submit a Title VI Program by October 1, 2017. The current Title VI Program and the current Limited English Proficiency (LEP) Policy and Plan were approved by the Board of Commissioners October 20, 2014. As part of meeting the requirement of reviewing and updating the plan every three years, CARTS will be soliciting input regarding these plans from the Transportation Advisory Board, community agencies, and the public via e-mail and at least one public meeting prior to a public hearing. A public hearing was set for the September 5, 2017 meeting. The proposed program (Attachment #2) has been available for review since August 25, 2017 on the CARTS page of the Craven County website (<http://www.cravencountync.gov/departments/trn.cfm>) and at the CARTS office.

**Board Action: Upon conclusion of the public hearing, CARTS will be requesting consideration for approval of the Title VI program and policy or, if consideration of comments is needed, approval at the September 19 meeting.**

Agenda Date: September 5, 2017

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

Agenda Item No. 3

Board Action Required or Considered: No

## PETITIONS OF CITIZENS

**Board Action: Receive Information**

Agenda Date: September 5, 2017

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

Agenda Item No. 4

Board Action Required or Considered: Yes

## CONSENT AGENDA

### A. MINUTES OF AUGUST 21, 2017

The Board will be requested to approve the minutes of August 21, 2017 regular session.

### B. SUBDIVISION FOR APPROVAL

The Planning Board met on August 24th, 2017 and recommended the following subdivision for approval:

#### Lake Hazel Estates Phase 3 - Block B - Final

- Property is owned by Robert Holton SR., and surveyed by Robert Chiles Engineers & Consultants
- Property is located within Twp. 2, on Two Lakes Trail (SR 1665)
- Parcel ID 2-026-19002
- Subdivision contains 3 lots on 4.69 acres
- Lots proposed to be served by community water and individual septic systems

### C. TAX RELEASES AND REFUNDS

The Board will be requested to approve the tax releases and refunds contained in Attachment #4.C.

### D. REQUEST TO SET PUBLIC HEARING FOR CDBG DISASTER RECOVERY FUND

As the result of Hurricane Matthew the Department of Public Safety recently issued a memorandum announcing the availability of approximately \$32.5 million of Community Development Block Grant-Disaster Recovery (CDBG-DR) Funds. The application deadline for this funding is October 20, 2017. In order to apply for this funding, two public hearings must be held.

The Craven County Planning Department would like to request that the public hearing for CDBG-Disaster Recovery (CDBG-DR) funds be set for September 18, 2017 at 8:30 a.m. and October 2, 2017 at 7:00 pm in the Craven County Board of Commissioners meeting room. The purpose of this public hearing is to receive public comment regarding the recovery fund application.

E. RESOLUTION FOR MILITARY FAMILY OF THE QUARTER

The Board will be requested to adopt the resolution contained in Attachment #4.E., recognizing the family of Sergeant Gregory Rasmussen as Military Family of the Quarter.

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

Agenda Date: September 5, 2017

Presenter: Andrew Shorter

Agenda Item No. 5

Board Action Required or Considered: Yes

## AIRPORT MATTERS

### A. AUTHORIZE ACCEPTANCE OF FAA GRANT 3-37-0050-040-2017 AND EXECUTE AGREEMENT

Andrew Shorter, Airport Director, will present an agreement requiring Craven County's signature to accept a \$363,969.00 Federal Grant to cover FAA approved airport projects at the Coastal Carolina Regional Airport in 2017. The grant is for the completion of the airport's planning project: Part II of the 20 year Airport Master Plan Update. (Attachment #5.A.)

**Board Action: Authorize acceptance of grant and execute agreement.**

### B. AUTHORIZATION TO ACCEPT GRANT #3-37-0050-041-2017 AND SIGN AGREEMENT WHEN RECEIVED

Mr. Shorter will present the draft of the second agreement requiring the County's signature to accept a \$2.3 million FAA grant. The first grant was for a planning project, while this grant will be for three construction projects: 1) Taxiway B&E rehabilitation and drainage improvements; 2) Obstruction removal (on airport tree clearing); and 3) perimeter fence relocation. Attachment #5.B. is the draft agreement. The figures contained in the draft are correct; however, the original has not yet arrived as of agenda preparation time. Once received, the document must be executed and returned to the FAA before September 15.

**Board Action: Authorize acceptance of grant and execution of agreement**

Agenda Date: September 5, 2017

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):**

ADULT CARE HOME ADVISORY COMMITTEE

AUTHORIZATION: N.C.G.S.131D-31

MISSION/FUNCTION: Work to maintain the intent of the Domiciliary Home Residents 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 and disabled adults

NUMBER OF MEMBERS:

9-11

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 an adult care home.

LENGTH OF TERMS: 3 Years

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

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

**Term(s) expiring:** Tom McDivor)  
Myra Bergmann (resigned)  
Ruth Swank (resigned)  
Rieko Evans (resigned)  
Linda Chagnon (resigned)  
Nancy Verzier (resigned)  
Laraine Mark (resigned)  
Susan Mathes (resigned)

**No applications on file.**

HAVELOCK PLANNING BOARD

AUTHORIZATION: NCGS 160-A-36

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

NUMBER OF MEMBERS:

6

1

TYPE:

City of Havelock

Extraterritorial Jurisdiction (County)

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

County appointee must reside in the extraterritorial area of the City of Havelock

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: 1<sup>st</sup> Tuesday of each month at 6:00 p.m.

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

**Terms expiring:** Marion Sykes (Appointed 1997)  
**Does not wish to be reappointed.**

**No applications on file. Havelock has no recommendation at this time.**

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: \_\_\_\_\_

**Terms expiring:** Tracy Monk (Appointed 2013; **willing to continue serving**)

Do not wish to be reappointed:

Jan Hood

Tony Lee (**not** a designated law enforcement position)

**Recommendations are forthcoming from the committee for these two vacancies.**

NEW BERN PLANNING AND ZONING BOARD

AUTHORIZATION: N.C.G.S. Chapter 160-A, Article 19

MISSION/FUNCTION: Renders final decisions on subdivision approvals, and advisory decisions to the Board of Aldermen on other land use matters.

NUMBER OF MEMBERS:

10  
\_\_\_\_\_

TYPE:

9 appointed by New Bern Board of Aldermen  
1 appointed by Craven County Commissioners

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

The Commissioners' appointee must reside in New Bern's extraterritorial jurisdiction area.

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: 1<sup>st</sup> Tuesday of each month

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

Term ending: Jimmy Dillahunt

**No applications on file.**

**The Board was advised of this vacancy on June 5. The City of New Bern may make the appointment if the County does not do so within 90 days.**

CRAVEN 100 ALLIANCE BOARD OF DIRECTORS

AUTHORIZATION: Commissioner Adoption

MISSION/FUNCTION: To help grow business in Craven County

NUMBER OF MEMBERS: 29 total

4 Craven County Directors

TYPE:

1 County Manager; 3 County representatives, at the County's Discretion, with no more than 1 being a County Commissioner.

3 City of New Bern Directors

1 City Manager; 2 City of New Bern representatives, at the City's discretion, with no more than 1 being a City Alderman.

3 City of Havelock Directors

1 City Manager; 2 City of Havelock representatives, at the City's discretion, with no more than 1 being a City Commissioner.

11 Private Sector Directors

As appointed by the Board of Directors.

8 Ex-officio

As elected by the Board of Directors from nominees designated by the Executive Committee from the private and public sector.

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

See information above.

LENGTH OF TERMS: 1, 2 & 3 years staggard.

MEETING SCHEDULE: Every other month.

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

**Term(s) ending:** Jeff Taylor (County Commissioners' Representative; resigned)

An application will be forthcoming.

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

**Term(s) expiring:**

**Application on file:** Missy Blackerby  
Susan Husson

(See Attachment # 6.A.)

**B. CURRENT APPOINTMENTS**

JURY COMMISSION

AUTHORIZATION: NCGS Chapter 9-1

MISSION/FUNCTION: Selects list of suitable citizens from among those eligible to serve as jurors for a term of court

NUMBER OF MEMBERS:

1

1

1

\_\_\_\_\_

TYPE:

(Appointed by County Commissioners)

(Appointed by Sr. Resident Superior Court Judge)

(Appointed by Clerk of Superior Court)

\_\_\_\_\_

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

Must be qualified voter of Craven County

LENGTH OF TERMS: 2 Years

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

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

**Expiring Term:** James Muse (Appointed 2013; Clerk of Court will send a letter)

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:** Linda Lelli (Appointed 2011)



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: \_\_\_\_\_

**Term(s) expiring:** Larry Paul (Appointed 2014)

**C. UPCOMING APPOINTMENTS**

**October**

Clean Sweep Committee:

Joan Campbell (Appointed 2011)  
Pat Sager (Appointed 2008)  
Lynn Rosania (Resigning)

Agenda Date: September 5, 2017

Presenter: Jim Hicks

Agenda Item No. 7

Board Action Required or Considered: Yes

## COUNTY ATTORNEY'S REPORT

### A. INITIAL OFFER TO PURCHASE REAL PROPERTY – 1114 WILLIAMS STREET, NEW BERN (PARCEL NUMBER 8-014-238).

County Attorney, Jim Hicks, will present an offer received by Craven County and the City of New Bern in the amount of \$1,500.00 for the property located at 1114 Williams Street, which was acquired through a tax foreclosure. The total taxes and costs that were foreclosed on were \$3,395.98.00. The current tax value is \$4,000.00.

Attachment #7.A. contains copies of the Offer to Purchase, deed, GIS information, and proposed Resolution.

Should the County accept this Offer, then the property will be advertised for upset bids in accordance with the General Statutes. Once no further upset bids are timely received, the County and City may accept or reject the final offer. Subject to the upset bid process and verification of final numbers, it is estimated that Craven County will receive approximately \$1,300.00 of the proceeds upon sale.

**Board Action: Adopt resolution to accept offer.**

### B. DEMOLITION OF STRUCTURES AT 606 WHITE STREET, NEW BERN (PARCEL NO. 8-006-126)

Craven County and City of New Bern acquired the property located at 606 White Street, New Bern, through a tax foreclosure sale. Due to the current conditions of the structures, the City plans to demolish them for an expected cost of \$14,000.00. The tax value of the land only is \$4,000.00. The County may reimburse the City for its pro-rata share of the costs, or transfer its interest in the property to the City prior to the demolition.

The City's request and a proposed deed are contained in Attachment #7.B.

**Board Action:**

Agenda Date: September 5, 2017

Presenter: Jack Veit

Agenda Item No. 8

## **COUNTY MANAGER'S REPORT**

Agenda Date: September 5, 2017

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

Agenda Item No. 9

## **COMMISSIONERS' REPORTS**