

**.AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSON
TUESDAY, JANUARY 3, 2023
6:00 PM**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

- 1. PUBLIC HEARING: ECONOMIC DEVELOPMENT PROJECT HUB**
- 2. PUBLIC HEARING: CARTS NC DEPT. OF TRANSPORTATION APPLICATIONS FOR 5311 CTP ADMINISTRATIVE GRANT; 5311 CTP OPERATING GRANT; AND COMBINED CAPITAL GRANT**
- 3. PETITION OF CITIZENS – AGENDA TOPICS**
- 4. APPROVE CONSENT AGENDA**
 - A. December 19, 2022 Regular Session Minutes**
 - B. Tax Releases and Refunds**
 - C. CARTS CTS TripMaster Software Budget Amendment**
 - D. Recreation – Craven County Community Foundation Grant Budget Amendment**
 - E. Recreation – Bench Donation Additional Funds Budget Amendment**
 - F. Sheriff Budget Amendment**

DEPARTMENTAL MATTERS:

- 5. PUBLIC BUILDINGS AND FACILITIES: COURT & EOC EMERGENCY RESPONSE EQUIPMENT BUDGET AMENDMENT**
Zach Chenoweth, Assistant Facilities Director
- 6. ECONOMIC DEVELOPMENT: PROJECT HUB**
Jeff Wood, Economic Development Director

- 7. CARTS – Kelly Walker-Cuthrell, Transportation Director**
 - A. NC Department of Transportation 5311 CTP (Administration & Operating) Grant and Combined Capital Applications**
 - B. Public Transportation Agency Safety Plan**
 - C. Rural Operation Assistance Program (ROAP) Funds Budget Amendment**

- 8. CONVENTION CENTER – BUDGET AMENDMENT RELATED TO THE INCREASED SALES OF ADULT BEVERAGES**
Tarshi McCoy, Convention Center Director

- 9. PLANNING – AERIAL WATERLINE RELOCATION**
Chad Strawn, Asst. Planning Director and Elliott Thomas, Asst. Water Superintendent

- 10. APPOINTMENTS**

- 11. COUNTY ATTORNEY’S REPORT: Arey Grady**

- 12. PETITIONS OF CITIZENS**

- 13. COUNTY MANAGER’S REPORT: Jack Veit**

- 14. COMMISSIONERS’ REPORTS**

1. PUBLIC HEARING: ECONOMIC DEVELOPMENT PROJECT HUB

Pursuant to N.C. Gen. Stat. §158-7.1, Craven County (hereinafter "County") intends to convey for economic development purposes a fee simple interest in a +/- twelve (12) acre tract (hereafter "Tract") of land, the Tract being a portion of Lot 19 in the Craven County Industrial Park. The value of the Tract is Twenty Thousand and no/100 Dollars (\$20,000.00) an acre, for a total value of Two Hundred Forty Thousand and no/100 Dollars (\$240,000.00), and the County intends to convey and sell same for such value. The County believes the proposed conveyance will stimulate and stabilize the local economy, result in the creation of a substantial number of new permanent jobs in the County, and result in increased tax revenues to the County. The purchaser, a business headquartered out of Florida with presence in Craven County, intends to use land to create a regional hub for their business.

Board Action: Receive information

2. PUBLIC HEARING: CARTS NC DEPT. OF TRANSPORTATION 5311 CTP ADMINISTRATIVE GRANT; OPERATING GRANT; AND COMBINED CAPITAL GRANT APPLICATIONS

The 5311 CTP grant is a formula-based allocation grant for rural public transportation projects.

The deadline to submit a preliminary budget for the 5311 CTP grant was October 7, 2022. This is not the normal process for applying to NCDOT for these grants. FY2024 is the first year of a major change to the application process. NCDOT experienced unexpected problems during the process. The budgets are eligible to be amended pending the public hearing and approval to apply.

The Combined Capital application does not specify into which grants capital projects will be placed. CARTS will be seeking to include vehicles which have met useful life, radios which have met useful life and not replaced using other grant funds, computers which have met useful life, and up to four camera replacements on vehicles due to equipment failure.

Notice regarding this public hearing was advertised and the information has been available in the CARTS office and on the Craven County website.

Board Action: Receive information

3. PETITION OF CITIZENS – AGENDA TOPICS

Comments directly pertaining to items on the agenda of any regularly scheduled meeting of the Board shall be made during an agenda comment period occurring at the beginning of each regularly scheduled meeting. Comments during this period shall be limited to those comments directly pertaining to items on the agenda for such meeting.

Each speaker must address the Board as a whole (and not any individual Commissioner, County staff member or the audience) from the lectern and shall begin his or her remarks by giving his or her name and address and the topic about which they intend to speak. Each speaker will have three (3) minutes to make remarks, as measured by a timer operated by County staff. A speaker may not yield any of his or her time to another speaker.

Speakers must be courteous in their language and presentation and must abide by generally accepted standards of decorum. Speakers shall not make the same or repetitive comments, whether during a particular comment period or over the course of multiple comment periods. Speakers shall not attack or insult any person or group of people, and speakers shall not give belligerent or hostile comments during any comment period.

Board Action: Receive information

4. CONSENT AGENDA

A. December 19, 2022 Regular Session Minutes

The Board is requested to approve the Regular Session Minutes from December 19, 2022, as presented in the following document.

B. Tax Releases and Refunds

The Board is requested to approve the tax releases and refunds, as presented in the following document

C. CARTS - CTS TripMaster Software Budget Amendment

CARTS uses CTS TripMaster software for trip reservations, manifests, billing, and reporting. It is an operational expense based on monthly usage. Ridership is higher than predicted; therefore, a budget amendment is needed to cover the additional expense. Revenue to cover the additional expense will be paid by grant funding. Budget Amendment in the amount of \$5,700.00 follows.

D. Recreation – Craven County Community Foundation Grant Budget Amendment

In budget year 2023 we have a Capital project to provide surfacing for the Zipline area at the Creekside Park playground to make it completely inclusive. This playground opened in 2016 as the first Inclusive Playground in Craven County. We are adding artificial turf for ease of movement for those with mobility needs.

Our department applied for a Craven County Community Foundation grant and were notified that we are the recipients of a \$3,500 grant. This grant will assist in the cost of completing the zipline area surfacing project. This grant does not require a match. Budget Amendment in the amount of \$3500.00 follows.

E. Recreation – Bench Donation Budget Amendment

This is the remainder of the donations from friends and family of Karen Wilkes for a bench in her memory. One of Karen's favorite places was Creekside Park, and she loved the waterfront area. The recycled bench has been placed at the waterfront and will be enjoyed by many for years to come. The remainder of the funds will be used to beautify the area around the bench. Budget Amendment in the amount of \$150.00 follows.

F. Sheriff -

The Sheriff's Office was given a donation check of \$300.00 by a generous Craven County citizen. This check will be used towards the purchase of a variety of items that the office needs. Budget Amendment for \$300.00 follows.

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

DEPARTMENTAL MATTERS:

5. PUBLIC BUILDINGS AND FACILITIES: COURT & EOC EMERGENCY RESPONSE EQUIPMENT BUDGET AMENDMENT – Zach Chenoweth

Last Year, Craven County received a \$200,000 grant from the NC Department of Public Safety for Emergency Response Equipment at the Court & Emergency Operations Complex located at 411 Craven Street. Staff is currently in the planning and design phase for construction of a permanent flood barrier system at the street level vehicle entrance to the complex's basement. This flood barrier system works to keep up to 4' of water at street level from entering the basement of the complex when assembled by the Facilities team. Along with the construction of the permanent flood barrier system, staff is also acquiring proposals from vendors for a portable water filled flood barrier system that can be used around the complex as needed, several portable commercial sump pumps, a multi-sensor camera on the building to monitor flood water levels during an event, and other associated equipment needed to protect the complex's basement level from water intrusion. If approved, staff will begin the procurement & implementation process immediately as funds acquired with this grant must be spent by June 2023.

The Board is being requested to approve a budget amendment in the amount of \$200,000 to transfer funds received in a grant for Emergency Response Equipment at the Courthouse and Emergency Operations Complex. Document follows.

Board Action: Approve a budget amendment in the amount of \$200,000 to transfer funds received in a grant for Emergency Response Equipment at the Courthouse and Emergency Operations Complex.

DEPARTMENTAL MATTERS:

6. ECONOMIC DEVELOPMENT PROJECT HUB – Jeff Wood

Craven County (hereinafter “County”) intends to convey for economic development purposes a fee simple interest in a +/- twelve (12) acre tract (hereinafter “Tract”) of land, the Tract being a portion of Lot 19 in the Craven County Industrial Park. The value of the Tract is Twenty Thousand and no/100 Dollars (\$20,000.00) an acre, for a total value of Two Hundred Forty Thousand and no/100 Dollars (\$240,000.00), and the County intends to convey and sell same for such value. The County believes the proposed conveyance will stimulate and stabilize the local economy, result in the creation of a substantial number of new permanent jobs in the County, and result in increased tax revenues to the County. The purchaser, a business headquartered out of Florida with presence in Craven County intends to use land to create a regional hub for their business.

Resolution and contract needed for approval follows.

Board Action: Approve the Resolution and authorize the County Manager to close on the sale of approximately twelve (12) acres of property.

DEPARTMENTAL MATTERS:

7. CARTS – Kelly Cuthrell

A. NC Department of Transportation FY2024 5311 CTP Administrative and Operating Grant Applications; and Combined Capital Grant Application

A public hearing has been held for both the FY2024 NCDOT 5311 CTP Grant Application (Administrative and Operating) and the FY2024 NCDOT Combined Capital Application.

The 5311 CTP grant is a formula-based allocation grant for rural public transportation projects. CARTS is seeking to apply for both the 5311 CTP Administrative and Operating Grants. Supporting documents follow.

The Combined Capital application does not specify into which grants capital projects will be placed. CARTS will be seeking to include vehicles which have met useful life, radios which have met useful life and not replaced using other grant funds, computers which have met useful life, and up to four camera replacements on vehicles due to equipment failure.

CARTS is seeking to apply for Combined Capital Grants. Supporting documentation follows.

Board Action: Approval of the FY2024 NC DOT 5311 CTP Administrative and Operating Grant Applications; and the FY2024 NC DOT Combined Capital Grant Application

DEPARTMENTAL MATTERS:

7. CARTS – Kelly Cuthrell

B. Public Transportation Agency Safety Plan

On July 19, 2019, FTA (Federal Transit Administration) published the Public Transportation Agency Safety Plan (PTASP) Final Rule, which required certain operators of public transportation systems that receive federal funds under FTA's Urbanized Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS). The PTASP rule became effective July 19, 2019. The compliance deadline was extended twice, with a final compliance deadline of July 20, 2021. CARTS met that deadline.

On February 17, 2022, FTA issued a letter regarding the Bipartisan Infrastructure Law signed November 15, 2021, informing that it amended FTA's safety program at 49 U.S.C. Section 5329(d) by adding to the PTASP requirements. New requirements apply to transit agencies that must have an Agency Safety Plan (ASP) in place under the PTASP regulation (49 CFR part 673). CARTS is one of those agencies.

WSP, a compliance review vendor contracted by NCDOT, has verified that the updated CARTS' Public Transportation Agency Safety Plan meets all requirements under 49 CFR part 673 and the updates found in the Bipartisan Infrastructure Law. The Board has been provided a copy which follows. CARTS is requesting approval of that plan.

Board Action: Approval of the Public Transportation Agency Safety Plan as presented.

DEPARTMENTAL MATTERS:

7. CARTS – Kelly Cuthrell

C. Rural Operation Assistance Program (ROAP) Funds

The North Carolina Department of Transportation/Integrated Mobility Division (NCDOT/IMD) has issued a second allocation of Rural Operation Assistance Program (ROAP) funds for transit systems. Craven County is eligible to receive \$18,145 in additional Elderly and Disabled Transportation Assistance Program (EDTAP) funds, \$4,717 Employment (EMP) funds, and \$17,069 Rural General Public (RGP) funds. This is a total of \$39,931 in additional ROAP funding.

EDTAP and EMP funds are eligible to be used in both the rural and urban areas of Craven County. RGP is eligible to be used in the rural area only. Funds are eligible to be moved between programs, taking on the requirements of that program, except funds may not be taken from EDTAP.

We are requesting 1) authorization for the County Manager and Finance Director to sign the Certified Statement for the Second ROAP Distribution (January 2023) accepting the funds, and 2) approval of the Budget Amendment to reflect the revenue and expenses related to the additional funds. Both documents follow.

Board Action: Authorize County Manager and Finance Director to sign the Certified Statement for the Second ROAP Distribution (January 2023) accepting the funds; and approval of the Budget Amendment in the amount of \$39,931.00.

A roll call vote is required.

DEPARTMENTAL MATTERS:

8. CONVENTION CENTER: BUDGET AMENDMENT RELATED TO THE INCREASED SALES OF ADULT BEVERAGES – Tarshi McCoy

For the first 6 months of this fiscal year, the Convention Center has successfully hosted numerous events, meetings, and conferences. Additionally, the Convention Center, working along with the Finance and Information Technology Departments, implemented a point-of-sale cash register and credit card system. As a result, adult beverage sales have been robust for the Center. To continue to host events and meet the needs of our clients, a Budget Amendment in the amount of \$30,000 is needed to increase the Adult Beverages Supply line in order to continue purchasing these products. The expenditure increase is offset by increasing the budget in the Adult Beverage Sales revenue line to recognize the additional revenue generated from increased sales.

The Convention Center is requesting that the Board of Commissioners approve a Budget Amendment (documentation follows) in the amount of \$30,000 to recognize additional anticipated revenue and increase the supply expenditure budget lines related to the sale of Adult Beverages.

Board Action: Approval of a Budget Amendment in the amount of \$30,000 related to the increased sales of Adult Beverages at the Riverfront Convention Center.

A roll call vote is needed.

DEPARTMENTAL MATTERS

9. PLANNING – AERIAL WATERLINE RELOCATION - Chad Strawn, Asst. Planning Director and Elliott Thomas, Asst. Water Superintendent

Craven County has been officially notified by the State of North Carolina Department of Public Safety that our letter of interest to relocate the aerial waterline at the Maple Cypress Bridge in Western Craven County has been approved. This will allow us to continue to the FEMA Building Resilient Infrastructure and Communities (BRIC) national grant competition. During the State rating process, this project ranked 12th out of 125 submitted letters of interest. This project has been identified as a resiliency priority for our water system for many years due to its exposure to floodwaters, as well as other hazards. This aerial waterline could potentially be impacted by floating debris during storm events, resulting in a loss of service to water customers in a large portion of Western Craven County. The Building Resilient Infrastructure and Communities grant is a 75% federally funded grant, requiring a 25% local funding match commitment. The preliminary engineer's estimates for this project are \$750,000. Supporting documentation follows.

If this grant is approved, Craven County will be required to pay 25% of the project cost, which is \$187,500. County staff has identified American Rescue Plan Act (ARPA) funds to be used as the local funding match. To move forward with this grant application, the State is requiring us to provide a commitment notification in the amount of \$187,500.

Board Action: Approval for the Board of Commissioner's to support a commitment notification in the amount of \$187,500.00 for this project.

A roll call vote is needed.

10. APPOINTMENTS

A. Pending:

Emergency Medical Services
Fireman's Relief Fund Board of Trustees
Fire Tax Commissioners (TWP 9)
Juvenile Crime Prevention Council (JCPC)
Voluntary Agricultural District (Districts 5 & 6)

B. Current:

Fire Tax Commissioners Board

- Applicant James Cherry wishes to be appointed to the Township 9 vacant seat (Document follows)

Craven County Clean Sweep Committee

- Roberta Randall wishes to be reappointed

C. UPCOMING: Terms Expiring

Senior Tarheel Legislative Committee

- Lavick Williams

Craven Aging Planning Board

- Lorraine Gardner (60+ rep)

Craven County Planning Board

- Johnnie Robinson

Senior Tarheel Legislative Committee

- Lavick Williams

11. COUNTY ATTORNEY REPORT – Arey Grady

12. PETITION OF CITIZENS – GENERAL TOPICS

Comments directly pertaining to policies or issues which are under the statutory or administrative authority of the Board shall be made during a general comment period occurring at the end of each regularly scheduled meeting. Comments during this period shall be limited to those comments directly pertaining to issues which are under the statutory or administrative authority of the Board.

Each speaker must address the Board as a whole (and not any individual Commissioner, County staff member or the audience) from the lectern and shall begin his or her remarks by giving his or her name and address and the topic about which they intend to speak. Each speaker will have three (3) minutes to make remarks, as measured by a timer operated by County staff. A speaker may not yield any of his or her time to another speaker.

Speakers must be courteous in their language and presentation and must abide by generally accepted standards of decorum. Speakers shall not make the same or repetitive comments, whether during a particular comment period or over the course of multiple comment periods. Speakers shall not attack or insult any person or group of people, and speakers shall not give belligerent or hostile comments during any comment period.

Board Action: Receive information

13. COUNTY MANAGER'S REPORT – Jack Veit

14. COMMISSIONERS' REPORTS

THE BOARD OF COMMISSIONERS OF THE COUNTY OF CRAVEN MET IN REGULAR SESSION IN THE COMMISSIONERS' ROOM OF THE CRAVEN COUNTY ADMINISTRATION BUILDING, 406 CRAVEN STREET, NEW BERN, NORTH CAROLINA, ON TUESDAY, JANUARY 3, 2023. THE MEETING CONVENED AT 6:00 PM.

MEMBERS PRESENT:

Chairman Jason R. Jones
 Vice-Chairman Denny Bucher
 Commissioner Chadwick Howard
 Commissioner Sherry Hunt
 Commissioner E. T. Mitchell
 Commissioner Beatrice R. Smith

MEMBERS EXCUSED:

Commissioner Thomas F. Mark

STAFF PRESENT:

Jack B. Veit, III, County Manager
 Gene Hodges, Assistant County Manager
 Craig Warren, Finance Director
 Amber Parker, Human Resources Director
 Arey Grady, County Attorney
 Lauren Wargo, Assistant to the County Manager
 Nan Holton, Clerk to the Board

County Attorney, Arey Grady, recited the following invocation, followed by the Pledge of Allegiance.

Gracious and life-giving God, we come before You this day in the warm afterglow of the holiday season, after joyful gatherings with friends, family members and other loved ones and a time for recalling the blessings we have received. We are mindful and grateful for the many gifts You have bestowed on us, both as individuals and as a Nation and as a County, especially the gift of freedom, the gift of our abundant natural resources and the gift of opportunities to pursue our hopes and aspirations.

We pray for Your continued blessings on our Country and on those in positions of leadership and governance, especially this Board of County Commissioners. Bless all its Members with wisdom and understanding to discern how best to serve the people of Craven County--to promote the common good, to provide for our County's security, and to work for justice and peace for all people.

Amen.

Based upon the invocation given by Reverend David Godleski, S.J., at the December 26, 2013 session of the US House of Representatives

Commissioner Mitchell motioned to approve the agenda, as presented, seconded by Commissioner Smith and approved unanimously.

PUBLIC HEARING: ECONOMIC DEVELOPMENT – PROJECT HUB

Economic Development Director, Jeff Wood, reported that pursuant to N.C. Gen. Stat. §158-7.1, Craven County (hereinafter “County”) intends to convey for economic development purposes a fee simple interest in a +/- twelve (12) acre tract (hereafter “Tract”) of land, the Tract being a portion of Lot 19 in the Craven County Industrial Park. He stated the value of the Tract is Twenty Thousand and no/100 Dollars (\$20,000.00) an acre, for a total value of Two Hundred Forty Thousand and no/100 Dollars (\$240,000.00), and the County intends to convey and sell same for such value. Mr. Wood indicated the County believes the proposed conveyance will stimulate and stabilize the local economy, result in the creation of a substantial number of new permanent jobs in the County, and result in increased tax revenues to the County. The purchaser,

a business headquartered out of Florida with presence in Craven County, intends to use land to create a regional hub for their business.

At 6:03 pm, Commissioner Smith motioned to open the public hearing, seconded by Commissioner Mitchell and approved unanimously.

There were no citizens from the public that signed up to speak.

At 6:04 pm, Commissioner Mitchell motioned to close the public hearing, seconded by Commissioner Hunt and unanimously approved.

**PUBLIC HEARING: CARTS NC DEPT. OF TRANSPORTATION 5311 CTP
ADMINISTRATIVE GRANT; OPERATING GRANT; AND COMBINED CAPITAL
GRANT APPLICATIONS**

CARTS Transportation Director, Kelly Cuthrell, prefaced the public hearing by explaining the different grants and their application process.

She stated the 5311 CTP grant is a formula-based allocation grant for rural public transportation projects.

She indicated the deadline to submit a preliminary budget for the 5311 CTP grant was October 7, 2022, which is not the normal process for applying to NCDOT for these grants. She reported that FY2024 is the first year of a major change to the application process. NCDOT experienced unexpected problems during the process. The budgets are eligible to be amended pending the public hearing and approval to apply.

Mrs. Cuthrell explained the Combined Capital application does not specify into which grants capital projects will be placed. She further detailed that CARTS would be seeking to include vehicles which have met useful life, radios which have met useful life and not replaced using other grant funds, computers which have met useful life, and up to four camera replacements on vehicles due to equipment failure.

She stated notice regarding this public hearing was advertised and the information has been available in the CARTS office and on the Craven County website.

At 6:05 pm, Commissioner Mitchell motioned to open the public hearing, seconded by Commissioner Hunt and approved unanimously.

There were no citizens from the public that signed up to speak.

At 6:06 pm, Commissioner Mitchell motioned to close the public hearing, seconded by Commissioner Hunt and unanimously approved.

PETITIONS OF CITIZENS – AGENDA TOPICS

There were no citizens from the public that signed up to speak.

CONSENT AGENDA

Commissioner Mitchell motioned to approve the consent agenda, inclusive of the minutes of December 19, 2022 Regular Session; Tax Releases and Refunds (*Credits - \$3,964.25; Refunds = \$357.75*); CARTS – CTS TripMaster Software Budget Amendment; Recreation – Craven County Community Foundation Grant Budget Amendment; Recreation – Bench Donation Budget Amendment; and Sheriff – Donation Budget Amendment. Commissioner Hunt seconded the motion, which carried 6-0 in a roll call vote.

CARTS

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
1014511-33307 Rural Ops. Section 18 Admin	\$2,880.00	1014510-44000 Contractual Services	\$2,880.00
1014513-33114 Urbanized Formula Funds	\$2,820.00	1014512-44000 Contractual Services	\$2,820.00
TOTAL	\$5,700.00	TOTAL	\$5,700.00

Justification: CTS TripMaster is the software used by CARTS for trip reservations, manifests, billing and reporting. It is an operational expense based on monthly usage. Ridership is higher than predicted, therefore, a budget amendment is needed to cover the additional expense. Revenue to cover the additional expense will be paid by grant funding.

Recreation

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
1015910-33501 NC Community found	\$3,500.00	1015910-47302 C/O Other Improvements	\$3,500.00
TOTAL	\$3,500.00	TOTAL	\$3,500.00

Justification: This is a grant received from the Craven Community Foundation. The amount of the grant is \$3,500 and proceeds from the grant will go towards the Zipline surfacing at the inclusive playground located at Creekside Park. This has been budgeted as a C/O other improvement project in the 2023 budget.

Recreation

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
1015910-38301 Donations	\$150.00	1015910-47321 C/O \$500-\$4,999	\$150.00
TOTAL	\$150.00	TOTAL	\$150.00

Justification: This amount reflects the remainder of the donations by friends and family of Karen Wilkes towards the purchase of a memorial bench in her memory at Creekside Park. The bench has been purchased and additional donations will be used to beautify the area around the bench.

Sheriff's Office

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
1014310-38301 Misc. Donations	\$300.00	1014310-43222 Supplies – Donations	\$300.00
TOTAL	\$300.00	TOTAL	\$300.00

Justification: The Sheriff's Office was given a donation check of \$300.00 by a Craven County citizen. This check will be used towards the purchase of a variety of items for the office at the discretion of the Sheriff.

**DEPARTMENTAL MATTERS
PUBLIC BUILDINGS AND FACILITIES: COURT AND EOC EMERGENCY
RESPONSE EQUIPMENT BUDGET AMENDMENT**

Assistant Facilities Director, Zach Chenoweth, relayed that last year, Craven County received a \$200,000 grant from the NC Department of Public Safety for Emergency Response Equipment at the Court & Emergency Operations Complex located at 411 Craven Street. He indicated staff is currently in the planning and design phase for construction of a permanent flood barrier system at the street level vehicle entrance to the complex's basement, which works to keep up to 4' of water at street level from entering the basement of the complex when assembled by the Facilities team. He further stated that along with the construction of the permanent flood barrier system, staff is also acquiring proposals from vendors for a portable water filled flood barrier system that can be used around the complex as needed, several portable commercial sump pumps, a multi-sensor camera on the building to monitor flood water levels during an event, and other associated equipment needed to protect the complex's basement level from water intrusion. If approved, staff will begin the procurement & implementation process immediately as funds acquired with this grant must be spent by June 2023.

Mr. Chenoweth requested approval of a budget amendment in the amount of \$200,000 to transfer funds received in a grant for Emergency Response Equipment at the Courthouse and Emergency Operations Complex.

Commissioner Smith motioned to approve the following budget amendment, in the amount of \$200,000, as requested, seconded by Commissioner Howard and approved 6-0 in a roll call vote.

Public Buildings

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
1010000-39901	\$200,000.00	1014200-47302	\$200,000.00
Current Year Fund Balance		Capital Outlay, other improvements	
TOTAL	\$200,000.00	TOTAL	\$200,000.00

Mr. Chenoweth responded to questions about the equipment’s capabilities and why it was selected.

**DEPARTMENTAL MATTERS
ECONOMIC DEVELOPMENT PROJECT HUB**

Economic Development Director, Jeff Wood, stated that HDPE Properties is a Florida and New Bern based company, which intends to construct a 15,000 square foot new facility and expects to employ up to eleven new employees over the next three years. They have offered to purchase the +/- 12 acre industrial park site for \$20,000 per acre, with the exact purchase price being determined subject to a final survey confirming the precise acreage.

Commissioner Hunt motioned to adopt the following resolution and to close on the sale, seconded by Commissioner Mitchell and unanimously approved.

**RESOLUTION OF THE CRAVEN COUNTY BOARD OF COMMISSIONERS APPROVING
CONVEYANCE OF REAL PROPERTY FOR ECONOMIC DEVELOPMENT PURPOSES**

WHEREAS, Craven County (hereinafter “County”) has determined that County has historically suffered a degree of economic and fiscal distress which can be remedied in part by the expansion of industries currently located in County and the location of new industries in County; and,

WHEREAS, the expansion and location of industries in County will benefit County and its citizens by increasing and diversifying both the personal property and real property ad valorem tax bases which will increase tax revenue, and resulting ancillary economic activity will increase sales tax revenues, all of which will make available to County more funds with which to improve the general health, safety and

welfare of County's citizens; by providing a greater number of jobs with higher salaries and better benefits than are now available to citizens of County; by stimulating secondary economic activity which is directly beneficial to County and its citizens, including residential real estate development and the expansion of existing services and businesses; by increasing and improving the infrastructure of County; by increasing the economic opportunity available to County's citizens and by improving the general technical training of County's workforce; and,

WHEREAS, HDPE Properties, LLC (hereinafter "HDPE"), a Florida and New Bern based company, intends to construct a 15,000 SF ("New Facility") to be valued at Two Million Two Hundred and Fifty Thousand Dollars and no/100 (\$2,250,000) with potential to invest more and expects to employ up to eleven (11) new employees over the next three years for the New Facility; and,

WHEREAS, HDPE currently has twenty-five employees located in Craven County; and,

WHEREAS, the New Facility will be constructed on an approximately +/-12 acre parcel to be subdivided from a tract designated by Parcel Identification Number 8-217-025 in the Craven County Tax Office ("the Site") in the Craven County Industrial Park; and,

WHEREAS, HDPE's construction of the New Facility and the creation of eleven (11) new jobs will aid tremendously in remedying the previously identified economic and fiscal distresses suffered by County and its citizens; and,

WHEREAS, HDPE has offered to purchase from County the Site for a total purchase price of approximately Two Hundred Thirty-Eight Thousand Eight Hundred and no/100 Dollars (\$238,800.00) (the "Purchase Price"), or Twenty Thousand and no/100 Dollars (\$20,000.00) per acre, the exact purchase price being subject to a final survey confirming the precise acreage for the site; and,

WHEREAS, County has determined that the fair market value of the Site is Twenty Thousand and no/100 Dollars (\$20,000.00) an acre for 11.94 acres, for a total fair market value of Two Hundred Thirty-Eight Thousand Eight Hundred and (\$238,800.00) (the "Fair Market Value"); and,

WHEREAS, N.C. Gen. Stat. § 158-7.1(a), provides:

Each county and city in this State is authorized to make appropriations for economic development purposes. These appropriations must be determined by the governing body of the city or county to increase the population, taxable property, agricultural industries, employment, industrial output, or business prospects of the city or county. These appropriations may be funded by the levy of property taxes pursuant to G.S. 153A-149 and 160A-209 and by the allocation of other revenues whose use is not otherwise restricted by law.

WHEREAS, N.C. Gen. Stat. § 158-7.1(d) provides:

A county or city may acquire and develop land for an industrial park, to be used for manufacturing, assembly, fabrication, processing, warehousing, research and development, office use, or similar industrial or commercial purposes. A county may acquire land anywhere in the county, including inside of cities, for an industrial park, while a city may acquire land anywhere in the county or counties in which it is located. A county or city may develop the land by installing utilities, drainage facilities, street and transportation facilities, street lighting, and similar facilities; may demolish or rehabilitate existing structures; and may prepare the site for industrial or commercial uses. A county or city may convey property located in an industrial park pursuant to subsection (d) of this section.

WHEREAS, County has determined that the probable hourly average wage to be paid to individuals to be employed at the New Facility is \$25.50 per hour; and,

WHEREAS, the Site has heretofore been owned for over 3 decades by County, thereby generating no ad valorem tax revenue for County, and upon transfer of the site to HDPE, ad valorem tax revenue generated by the Site will begin accruing to County; and,

WHEREAS, on January 3rd, 2023, and after proper public notice, pursuant to N.C. Gen. Stat. § 158-7.1(d) the Board of Commissioners for County held a public hearing concerning its intent to convey and sell the Site to HDPE, upon the terms and conditions herein described; and,

WHEREAS, the Board of Commissioners of County does desire to convey and grant to HDPE the Site, by and through the Agreement for Purchase and Sale of Land attached hereto and incorporated herein by reference and does further desire that this RESOLUTION serve as a memorial of the actions taken by the Board of Commissioners on this matter.

Now, therefore, be it resolved as follows:

Section 1. That the Agreement for Purchase and Sale of Land attached hereto and incorporated herein by reference is hereby ratified and approved in its entirety.

Section 2. That, pursuant to the aforesaid agreement, County shall execute and deliver such documents and instruments as may be reasonably necessary in the opinion of counsel to County to accomplish the purposes of said Agreement, including but not limited to the transfer and conveyance to HDPE of the Site.

Section 3. That the Chairman, Clerk to the Board, Manager, Assistant Managers, Economic Developer and such other officers and agents of County are hereby authorized to execute any and all documents necessary in the opinion of counsel to County to effectuate any of the transactions contemplated herein.

Section 4. That this RESOLUTION be entered in the official minutes of the Board of Commissioners of County and that the Clerk to the Board certify copies of this RESOLUTION as may be necessary in the opinion of counsel to County.

This the 3rd day of January, 2023.

Commissioner Mitchell motioned to adopt the following resolution and close on the sale, seconded by Commissioner Hunt and approved unanimously.

DEPARTMENTAL MATTERS: CARTS

NC Department of Transportation 5311 CTP (Administration & Operating) Grant and Combined Capital Applications

CARTS Transportation Director, Kelly Cuthrell, stated that a public hearing has been held for both the FY2024 NCDOT 5311 CTP Grant Application (Administrative and Operating) and the FY2024 NCDOT Combined Capital Application.

She relayed the 5311 CTP grant is a formula-based allocation grant for rural public transportation projects. CARTS is seeking to apply for both the 5311 CTP Administrative and Operating Grants.

Mrs. Cuthrell summarized that the Combined Capital application does not specify into which grants capital projects will be placed. She implied that CARTS would be seeking to include vehicles which have met useful life, radios which have met useful life and not replaced using other grant funds, computers which have met useful life, and up to four camera replacements on vehicles due to equipment failure.

Commissioner Smith motioned to approve permission to apply for the FY2024 NC DOT 5311 CTP Administrative and Operating Grant Applications; and the FY2024 NC DOT Combined Capital Grant Application, seconded by Commissioner Hunt and approved unanimously.

Public Transportation Agency Safety Plan

Mrs. Cuthrell reported that on July 19, 2019, FTA (Federal Transit Administration) published the Public Transportation Agency Safety Plan (PTASP) Final Rule, which required certain operators of public transportation systems that receive federal funds under FTA's Urbanized Formula Grants to develop safety plans that include the processes and procedures to implement Safety

Management Systems (SMS). The PTASP rule became effective July 19, 2019. The compliance deadline was extended twice, with a final compliance deadline of July 20, 2021, in which CARTS met.

She expounded that on February 17, 2022, FTA issued a letter regarding the Bipartisan Infrastructure Law signed November 15, 2021, informing that it amended FTA's safety program at 49 U.S.C. Section 5329(d) by adding to the PTASP requirements. New requirements apply to transit agencies that must have an Agency Safety Plan (ASP) in place under the PTASP regulation (49 CFR part 673). She indicated CARTS was one of those agencies.

In summary, Mrs. Cuthrell stated that WSP, a compliance review vendor contracted by NCDOT, has verified that the updated CARTS' Public Transportation Agency Safety Plan met all requirements under 49 CFR part 673 and the updates found in the Bipartisan Infrastructure Law. She requested approval of that plan.

Commissioner Mitchell motioned to approve the Public Safety Agency Safety Plan, as requested, seconded by Commissioner Smith and approved unanimously.

Rural Operation Assistance Program (ROAP) funds Budget Amendment

Mrs. Cuthrell announced the North Carolina Department of Transportation/Integrated Mobility Division (NCDOT/IMD) has issued a second allocation of Rural Operation Assistance Program (ROAP) funds for transit systems, and Craven County is eligible to receive \$18,145 in additional Elderly and Disabled Transportation Assistance Program (EDTAP) funds, \$4,717 Employment (EMP) funds, and \$17,069 Rural General Public (RGP) funds. This is a total of \$39,931 in additional ROAP funding.

She indicated EDTAP and EMP funds are eligible to be used in both the rural and urban areas of Craven County. RGP is eligible to be used in the rural area only. Funds are eligible to be moved between programs, taking on the requirements of that program, except funds may not be taken from EDTAP.

Mrs. Cuthrell requested: 1) authorization for the County Manager and Finance Director to sign the Certified Statement for the Second ROAP Distribution (January 2023) accepting the funds, and 2) approval of the Budget Amendment to reflect the revenue and expenses related to the additional funds.

Commissioner Bucher motioned to authorize the County Manager and Finance Director to sign the Certified Statement for the Second ROAP Distribution (January 2023) accepting the funds, and to approve the following budget amendment in the amount of \$39,931.00, seconded by Commissioner Smith and approved 6-0 in a roll call vote.

CARTS

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
1014511-34901	\$18,145.00	1014511-41004	\$13,931.00
Interdept-Elderly Handicap		Part-time Salaries	
1014511-34907	\$ 4,717.00	1014511-44050	\$13,000.00
Interdept-Craven Employer		Contract Employees	
1014511-34903	\$17,069.00	1014510-42603	\$ 3,000.00
Gen Pub-Craven		Maint/Repair Vehicle	
		1014510-43101	\$10,000.00
		Vehicle Expense-Fuel and	
TOTAL	\$39,931.00	TOTAL	\$39,931.00

**DEPARTMENTAL MATTERS
CONVENTION CENTER – BUDGET AMENDMENT RELATED TO THE INCREASED
SALES OF ADULT BEVERAGES**

Convention Center Director, Tarshi McCoy, conveyed for the first 6 months of this fiscal year, the Convention Center has successfully hosted numerous events, meetings, and conferences. Additionally, the Convention Center, working together with the Finance and Information Technology Departments, implemented a point-of-sale cash register and credit card system. She indicated, as a result, adult beverage sales have been robust for the Center. To continue to host events and meet the needs of clients, a budget amendment in the amount of \$30,000 is needed to increase the Adult Beverages Supply line in order to continue purchasing these products. She emphasized the expenditure increase is offset by increasing the budget in the Adult Beverage Sales revenue line to recognize the additional revenue generated from increased sales.

Ms. McCoy requested approval of a budget amendment in the amount of \$30,000, to recognize additional anticipated revenue and increase the supply expenditure budget lines related to the sale of Adult Beverages.

Commissioner Howard motioned to approve the following budget amendment, in the amount of \$30,000.00, as requested, seconded by Commissioner Mitchell and approved 5-1 in a roll call vote, there being one (1) “Nay” from Chairman Jones.

Convention Center

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
1015920434500 Adult Beverage Sales	\$30,000.00	101592043244 Supplies – Adult Beverage Sales	\$30,000.00
TOTAL	\$30,000.00	TOTAL	\$30,000.00

Ms. McCoy responded to inquiries about the point-of-sale cash registers, how the funds are being used, current inventory, and the profit margin on adult beverages.

Commissioner Jones stated for the record, that he opposed the vote regarding alcoholic beverages, based upon his faith.

**DEPARTMENTAL MATTERS
PLANNING – AERIAL WATERLINE RELOCATION**

Assistant Planning Director, Chad Strawn, and Assistant Water Superintendent, Elliot Thomas, announced that Craven County has been officially notified by the State of North Carolina Department of Public Safety that the County’s letter of interest to relocate the aerial waterline at the Maple Cypress Bridge in Western Craven County has been approved, which would allow Craven County to continue to the FEMA Building Resilient Infrastructure and Communities (BRIC) national grant competition. During the State rating process, this project ranked 12th out of 125 submitted letters of interest. They highlighted this project has been identified as a resiliency priority for the County’s water system for many years due to its exposure to floodwaters, as well as other hazards. This aerial waterline could potentially be impacted by floating debris during storm events, resulting in a loss of service to water customers in a large portion of western Craven County. They relayed the Building Resilient Infrastructure and Communities grant is a 75% federally funded grant, requiring a 25% local funding match commitment. The preliminary engineer's estimates for this project are \$750,000.

If approved, Craven County would be required to pay 25% of the project cost, which is \$187,500. County staff has identified American Rescue Plan Act (ARPA) funds to be used as the local funding match, such that no County funds would be utilized. In order to move forward with this grant application, the State has required a commitment notification in the amount of \$187,500.00.

Commissioner Hunt motioned to approve support of a commitment notification in the amount of \$187,500.00, for this project, seconded by Commissioner Howard and approved 6-0 in a roll call vote.

Mr. Thomas indicated if the materials were available and on-site, the project could be completed in four weeks; but he was anticipating 6-8 months given availability of commercial products. Commissioner Bucher confirmed that the supply chain has not caught up. Commissioner Jones commended staff for taking this project up as a priority.

APPOINTMENTS

Pending

Chairman Jones reviewed the following pending appointments:

- Emergency Medical Services
- Fireman's Relief Fund Board of Trustees
- Juvenile Crime Prevention Council (JCPC)
- Voluntary Agricultural District (Districts 5 & 6)

Current

Fire Tax Commissioners Board

Chairman Jones nominated applicant James Cherry for appointment to the Twp. 9 vacant seat. There being no additional nominations, Mr. Cherry was appointed by acclamation.

Craven County Clean Sweep

Commissioner Bucher nominated Roberta Randall for reappointment. There being no additional nominations, Ms. Randall was reappointed by acclamation.

Upcoming

Chairman Jones reviewed upcoming expiring terms on boards and committees.

COUNTY ATTORNEY'S REPORT

County Attorney, Arey Grady, had nothing to report.

PETITIONS OF CITIZENS – GENERAL TOPICS

The following citizen signed up to speak:

1. *Tyker Gonzales, Cove City, NC*, provided animal shelter reports to the Clerk.

COUNTY MANAGER'S REPORT

County Manager, Jack Veit, wished everyone a Happy New Year.

He informed the Board that the NC Association of County Commissioners were holding a caucus on Friday, January 13th to fill the Regional Director District 3 seat left vacant by Theron McCabe, since he was not re-elected. Mr. Veit stated someone needed to be selected to fill that seat and someone else selected to attend the online caucus.

Commissioner Jones nominated Commissioner E.T. Mitchell to be presented as the Craven County nominee to fill the District 3 seat; his motion was seconded by Commissioner Bucher and approved unanimously.

It was consensus that either Commissioner Jones or Bucher would attend the online caucus on January 13th.

Mr. Veit relayed that management staff would be taking newly elected Commissioners Howard and Hunt on Departmental tours on Wednesday and Thursday. He reported they would also be attending the Essentials of County Government training held in Cary next week.

In response to an inquiry from Commissioner Jones, Mr. Veit explained that while Craven County no longer holds a seat of the Eastern Carolina Council of Governments Board, the Legislative Breakfast they are hosting on January 23rd is open for any Commissioner to attend.

Mr. Veit reminded the Board of the upcoming Employee Service Awards being held at 9:00 am on January 11th at the Riverfront Convention Center and encouraged them to attend if possible.

COMMISSIONERS' REPORTS

Commissioner Hunt thanked all the volunteers who participated in the roadside clean up on December 31st in her District. She reported 44 bags of trash, a mattress and several other large items were collected. She thanked the Sheriff for sending out a deputy and other helpers and indicated there were 14 volunteers working for several hours to make this happen.

Commissioner Smith had nothing to report.

Commissioner Howard thanked Mr. Veit and his staff for their timeliness and professionalism in assisting him with recent community issues.

Commissioner Mitchell stated she hoped everyone experienced a wonderful holiday season and wished all a happy and successful 2023.

Commissioner Bucher echoed Happy New Year, wishing all to remain healthy. He stated that while 2022 had its challenges, and 2023 will also, he looks forward to solving them as they arise.

Commissioner Jones expressed sincere dismay with Duke Energy cutting off power in western Craven County for an extended period on Christmas Eve. He emphasized that many experienced busted water lines and senior citizens were without heat. Mr. Jones stated he felt the reasoning for cutting power to select group of citizens was not practical.

At 6:53 pm, Commissioner Mitchell motioned to adjourn, seconded by Commissioner Hunt and unanimously approved.

Chairman Jason R. Jones
Craven County Board of Commissioners

Nan Holton
Clerk to the Board