

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, APRIL 19, 2021
8:30 A.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

1. CONSENT AGENDA
 - A. April 5, 2021 Regular Session Minutes
 - B. Tax Releases and Refunds
 - C. Proclamation Designating the Month of April 2021 as the Month of the Military Child
2. JUVENILE CRIME PREVENTION COUNCIL BUDGET PRESENTATION:
Jennifer Dacey, Chair

DEPARTMENTAL MATTERS

3. SOCIAL SERVICES – HCCBG BUDGET REVISIONS 2020-2021: Clayton Gaskins, Chair
4. FACILITIES – RESTORE THE JUDICIAL CENTER STORMWATER SYSTEMS: Zach Chenoweth, Assistant Facilities Director; Chad Strawn, Assistant Planning Director
5. WATER –WRITE OFF OF WATER REFUND RECEIVABLES: Al Gerard, Water Superintendent; Craig Warren, Finance Director
6. ANIMAL CONTROL ORDINANCE AMENDMENT DISCUSSION
7. APPOINTMENTS
8. COUNTY ATTORNEY’S REPORT: Arey Grady
9. COUNTY MANAGERS’ REPORT: Jack Veit

10. COMMISSIONERS' REPORTS

11. CLOSED SESSION

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 MONDAY, APRIL 19, 2021. THE MEETING CONVENED AT 8:30 A.M.

MEMBERS PRESENT:

Chairman Jason R. Jones
 Vice Chairman Denny Bucher
 Chairman George S. Liner
 Commissioner Theron L. McCabe
 Commissioner Thomas F. Mark
 Commissioner E. T. Mitchell
 Commissioner Beatrice R. Smith

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
 Nan Holton, Clerk to the Board

Following the Pledge of Allegiance, County Attorney, Arey Grady, recited the following invocation:

Father God in heaven, we pray to You today on behalf of our Nation's lawmakers and for the citizens they represent. We pray that You grant them a spirit of wisdom, insight and cooperation. We pray that You help them to serve this country in its best interests. We pray that we learn to love one another as citizens so that we might have peace and justice tempered with mercy. Thank You for the freedom that we have in this Nation. Thank You for those who have fought and died defending our country. Thank You for the protection and provision You have placed over us as Your blessings. May Your will be done as we seek to follow Your example in humble imitation. In Jesus' name we pray. Amen.

Based upon the invocation given by Reverend Lyle W. Lipps, at the May 16, 2000 session of the US House of Representatives

Chairman Jones requested that a presentation about the James City Community Organization by Greg Singleton of the Craven Pamlico Re-Entry Council be added to the Agenda as Item #2B.

Commissioner Liner motioned to approve the agenda, as amended, seconded by Commissioner Mitchell and approved unanimously.

CONSENT AGENDA

Commissioner Mitchell motioned to approve the Consent Agenda, inclusive of the Minutes of April 5, 2021 Regular Session, Tax Releases and Refunds (**Credits = \$14,02.65; Refunds = \$3,643.54**) and Proclamation Designating the Month of April 2021 as the Month of the Military Child. Commissioner Liner seconded the motion, which carried 7-0 in a roll call vote.

Proclamation

CRAVEN COUNTY DESIGNATING THE MONTH OF APRIL 2021 AS THE MONTH OF THE MILITARY CHILD

WHEREAS, thousands of brave Americans have demonstrated their courage and commitment to freedom by serving in the Armed Forces of the United States on active duty and in mobilized National Guard and Reserve units at post throughout our nation and the world; and

WHEREAS, nearly 110,000 children of military families in North Carolina have been directly affected by the military deployment of one or both of their parents, guardians, or caregivers; and

WHEREAS, Craven County is home to the Marine Corps Air Station Cherry Point, there are over 2,800 military-connected students that attend Craven County Schools; and

WHEREAS, these children and youth are a source of pride and honor to us all, it is only fitting that we take time to recognize their contributions, celebrate their spirit and let our men and women in uniform know that while they are taking care of us, we are taking care of their children and youth; and

WHEREAS, by ensuring military children are safe and supported in our schools and communities, our men and women in uniform can focus on the challenges and missions they face in the line of duty; and

WHEREAS, our efforts and support can improve the lives of military children and youth and help pave the way for future generations; and

THEREFORE, BE IT RESOLVED, the Craven County Board of Commissioners do hereby proclaim the month of April, 2021 as ***Month of the Military Child***; and hereby urge all citizens, business and government leaders to observe the month with appropriate ceremonies and activities that honor, support and thank military children and youth.

JUVENILE CRIME PREVENTION COUNCIL BUDGET PRESENTATION

JCPC Chairperson, Jennifer Dacey, stated the budget she was presenting for FY21-22 is the same one approved for FY20-21, with the same allocations for each division. She indicated their program referrals typically come from the schools, and since they operated remotely due to Covid, their attendance numbers were affected. She referred the Board to the information provided in their agenda packets and relayed that all of their programs continued functioning, but with adaptations based on Covid regulations. Mrs. Dacey requested the Board approve the JCPC funding allocations for FY21-22, as presented.

Commissioner Mark motioned to approve the following budget recommendations, as presented, seconded by Commissioner McCabe and approved 7-0 in a roll call vote.

Program Provider	Needed Programs	Current Funding	Request 21-22	Recommendation
Area Day Reporting Center	Juvenile Structured Day	\$ 85,000	\$ 85,500	\$ 85,500
Mediation Center		\$160,000	\$160,000	\$160,000
➤ Teen Court	Teen Court			
➤ Craven Community Service/Restitution	Restitution/Community Service			
➤ Family Connections	Parent/Family Skill Building Services			
Volt Workforce Development	Vocational Skills	\$42,000	\$42,000	\$42,000
Abundant Life – Positive Impact	Mentoring Services	\$30,000	\$30,000	\$30,000

JCPC Administrative Funds	\$ 2,835	\$ 2,835	\$ 2,835
TOTALS	\$320,335	\$320,335	\$320,335

JAMES CITY COMMUNITY ORGANIZATION PRESENTATION

Greg Singleton stated he and the others in attendance would like to share what is happening in James City and introduced “Smoke” Boyd, Vanessa Powell and Camille Little both with the NC Dept. of Transportation On-The-Job Training Program, as well as Brandon Lee.

The creation of the James City Transportation Trade Academy was created to provide socio-economic challenged individuals in that area with training opportunities to learn new skills related to construction and gain the necessary credentials to secure employment. It was reported training would enable participants to learn transportation/construction trade skills, needed by the three contractors working on the Hwy. 70 Corridor project through James City. The program lasts six weeks and they currently have twenty enrolled with ten more applicants, ensuring another program once this one completes on June 10th. Instructors are from Craven Community College and NC Works is also part of the network. It was highlighted they would be seeking other vendors who can provide transportation, child care, and housing options.

DEPARTMENTAL MATTERS: SOCIAL SERVICES – HCCBG BUDGET REVISIONS 2020-2021

Chairman, Clayton Gaskins, referred the Board to the Funding Allocations chart and highlighted the date was incorrect and should read FY20-21. Mr. Gaskins reviewed each item and stated the Craven Aging Planning Board keeps finding themselves with excess funds and the need to keep those funds in Craven County requires the monies to be reallocated. Finance Director Craig Warren explained the Budget Amendment in the amount of \$1871.00 was needed to meet the needs for matches required after the reallocations.

CAPB-Budget Revision Recommendation FY 20-21				
based on decisions made in 3/25/21 meeting prepared by lead agency				
Organization	Program	1/19/21 Revised Allocations Fed/State Only	Current Recommendations for Budget Revision	Increase/Decrease
Havelock Senior Services	Congregate	\$25,189	\$20,189	(\$5,000)
CARTS	Transportation	\$25,561	\$4,000	(\$21,561)
Social Services	Care Management	\$100,354	\$100,354	
	In Home Aide*	\$153,326	\$168,326	\$15,000
	Congregate	\$34,006	\$31,301	(\$2,705)
	Home Delivered	\$169,692	\$173,238	\$3,546
	Transportation of Congregate	(-)	\$1,000	\$1,000
Coastal Community Action	Senior Companion	\$10,980	\$20,700	\$9,720
Total		\$519,108	\$519,108	

Commissioner Liner motioned to approve the following budget amendment, as presented, seconded by Commissioner McCabe and approved 7-0 in a roll call vote.

DSS/Senior Comp/Havelock/CARTS

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
1015212-33419 HCCBG In Home	\$15,000.00	1015212-44000 Contractual Services	\$16,666.00
1010000-39901 Fund Balance	\$ 1,666.00		
1014291-33310 Senior Companion	\$ 9,720.00	1014291-49123 Senior Companion	\$ 9,720.00

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1014291-333107	\$(5,000.00)	1014291-49124	\$(5,000.00)
Havelock Congregate		Havelock Senior Services	
1014511-33303	\$(8,624.00)	1014510-43101	\$(8,624.00)
Tran St Grn		Fuel & Other	
1014513-33303	\$(12,937.00)	1014512-43101	\$(12,937.00)
Tran St Grn		Fuel & Other	
1015217-33107	\$ 1,000.00	1015217-44000	\$ 1,111.00
HCCBG Cong(Transp)		Contractual Services	
01000-39901	\$ 111.00		
Fund Balance			
1015217-33107	\$(2,705.00)	1015217-44000	\$ 935.00
HCCBG Congregate		Contractual Services	
01000-39901	\$(300.00)		
Fund Balance			
1015217-331088	\$ 3,546.00		
HCCBG Home Delivered			
1010000-39901	\$ 394.00		
Fund Balance			
1015217-33105	\$ 625.00		
USDA Home Delivered			
1015217-33103	\$(325.00)		
USDA Congregate			
1010000-39901	\$(300.00)		
Fund Balance			
TOTAL	\$ 1,871.00	TOTAL	\$ 1,871.00

**DEPARTMENTAL MATTERS: FACILITIES – RESTORE THE JUDICIAL CENTER
STORMWATER SYSTEMS**

Assistant Facilities Director, Zach Chenoweth, reported that the Facilities Department was notified on October 5, 2020 by the North Carolina Department of Environmental Quality (NCDEQ) that the Judicial Center Stormwater Renewal Permits were due for two state stormwater areas at 1100 Clarks Road (Craven County Judicial Center). Due to the timeline that NCDEQ provided in the renewal letter, immediate action began to formulate a plan with Management and the Planning Department. It was decided to contract with Robert Chiles Engineering to evaluate the stormwater systems and submit a proposal for the items that need to be repaired. Mr. Chiles submitted his findings in a report on January 26, 2021. Mr. Chenoweth relayed that after review it was decided that two types of contractors would be needed to repair the areas Mr. Chiles noted. 1) a contractor for commercial landscaping and grading to remove vegetation & trees, add fill to the banks, regrade the banks, and reseed & sod the repaired areas; and 2) a contractor to be a commercial plumber to replace the large broken outlet pipe, broken in ground piping, and missing pipe caps. The department met with numerous commercial landscaping contractors over a period of 3-4 weeks and ultimately received proposals from three. The low bid proposal came from Pro-Lawn & Landscaping, a cost of \$16,680. Due to the County's longstanding relationship with Cayton Plumbing and the unknowns of what needs to be repaired underground, a meeting was held with Jimmy Cayton for the plumbing repairs; he submitted a not to exceed cost of \$15,000.

He stated that if approved, purchase orders would be issued immediately to both contractors and have them work together to repair all items listed on Mr. Chiles' report, and he acknowledged that the Department has submitted the permit renewals, the check, and Mr. Chiles' report on March 19, 2021 at the request of Mr. Roger Thorpe with NCDEQ. This allowed the County to be compliant by the deadline of March 21, 2021 with the idea that all items would be repaired on Mr. Chiles' report within a timely manner.

Staff requested approval of a budget amendment in the amount of \$32,690 to contract with Pro-Lawn & Landscaping and Cayton Plumbing.

Commissioner McCabe motioned to approve the budget amendment in the amount of \$32,690.00 and to authorize staff to contract with Pro-Lawn & Landscaping and Cayton Plumbing to bring the stormwater systems at the Judicial Center up to code per State regulations. His motioned was seconded by Commissioner Mitchell and approved 7-0 in a roll call vote.

Facilities

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
1010000-39901	\$32,690.00	1014220-42601	\$32,690.00
Current Year Fund Balance		M & R Building & Grounds	
TOTAL	\$32,690.00	TOTAL	\$32,690.00

DEPARTMENTAL MATTERS: WATER – WRITE OFF OF WATER REFUND RECEIVABLES

Water Superintendent, Al Gerard, reported that each January the Water Department begins its annual bad debt write-off process by identifying uncollected receivables that are older than one year as of December 31st. Account balances under fifty dollars are written off and accounts over fifty dollars are put into a collection status leaving them on the books for potential collection through the North Carolina Local Government Debt Set-Off program.

Mr. Gerard relayed that a review of the Water Fund's accounts receivables balance revealed that there a number of old accounts included that exceed the collection period determined to be reasonably acceptable by accounting standards. The criteria for determining uncollectable water receivables as all accounts regardless of balance that are four years or older as of December 31st of each year. He reported a total of \$19,325.96 from the year 2016 that meets the uncollectable criteria as of December 31, 2020, and stated going forward, it is estimated that this total will be approximately \$20 - \$25 thousand annually.

There was discussion amongst the Commissioners about utilization of a collection agency instead of just writing off the debts. It was determined information will be researched regarding this for a follow-up discussion.

Commissioner McCabe motioned to approve the write offs of water refund receivables, as requested, seconded by Commissioner Mark and approved unanimously.

ANIMAL CONTROL ORDINANCE AMENDMENT DISCUSSION

County Attorney, Arey Grady, reviewed the situation that led up to the amendment, the Public Hearing on April 19th, and the actual language that is being proposed for discussion or action.

Commissioner Bucher stated he felt the situation had been handled and was comfortable the problem was solved and inquired about putting this on hold.

Commissioner Mitchell countered the amendment provided administrative detail to protect the property rights of animal owners and felt that putting it on hold was a waste of time.

Commissioner Liner concurred, highlighting that the Board had requested staff to create this, and the amendment provides administrative guidance.

Commissioner Smith remarked that with personnel changes that occur, having a written document keeps everyone on the same page, rather than just a verbal understanding.

Chairman Jones reflected he was unaware of this even being an issue until the one situation was brought before the Board, and it appeared to be a personnel issue and he felt he did not have enough information from both sides. He preferred to defer.

Commissioner McCabe motioned to defer the Animal Control Ordinance Amendment discussion until the next day meeting. Commissioner Smith seconded.

Discussion ensued about bringing in staff before the Board and the concern of personnel issues needing to be covered in Closed Session.

Commissioners McCabe and Smith withdrew their motions.

Commissioner Mitchell motioned to defer the topic until the next meeting for the purpose of going into Closed Session to discuss. Her motion was seconded by Commissioner McCabe.

More discussion centered on this being an administrative policy which just states what the County's procedures are to be going forward and there not being a need to rehash the previous situation.

Commissioners Mitchell and McCabe withdrew their motions.

Commissioner Liner motioned to adopt the following Animal Control Ordinance Amendment, as presented. His motion was seconded by Commissioner Mitchell and passed in a 5-2 roll call vote (Nays = Bucher, Jones).

“In exercising his duties hereunder, the Sheriff shall only impound an animal in the County's animal shelter; provided the Sheriff may impound an animal at another appropriate facility (a) upon notice from the County's animal shelter that it is temporarily unable to accept animals due to capacity limitations, staffing or other such circumstances or (b) in exigent or emergency circumstances in which the Sheriff is unable to impound an animal in the County's animal shelter due to the shelter's unavailability outside of normal business hours. The Sheriff shall provide written or electronic notice to the director of the County's animal shelter should an animal be impounded at a facility other than the County's shelter.”

APPOINTMENTS

Chairman Jones reviewed the Pending, Current and Upcoming appointments. No appointments were made.

COUNTY ATTORNEY'S REPORT

Approval of Conveyance After Expiration of Upset Bid Period – Trace #2 on Attached Survey by Robert Chiles Engineering – Remnant Tract Located at 221 S. Front St. (Parcel Number N/A)

County Attorney, Arey Grady, reported that the County previously received and approved an offer to purchase this real property, in the amount of \$1,000.00 subject to the completion of the upset bid process. The offer was advertised, and there were no upset bids, the final bid being \$1,000.00. The upset bid period has now expired, and the County Attorney recommended approval of the conveyance at the purchase price of \$1,000.00.

Mr. Grady stated that should the Board of Commissioners authorize this transaction, a resolution should be adopted, which in turn will authorize the execution and delivery of the necessary documents.

Commissioner Bucher motioned to adopt the following resolution approving conveyance after expiration of the upset bid period, seconded by Commissioner Liner and approved unanimously.

CRAVEN COUNTY **RESOLUTION AUTHORIZING CONVEYANCE** **AFTER EXPIRATION OF UPSET BID PERIOD**

WHEREAS, Craven County owns certain real property identified as Tract #2 on the survey attached hereto and incorporated herein by reference (hereinafter “the Real Property”), the Real Property having been acquired by Craven County in deed recorded in Book 888, Page 834 in the

Office of the Register of Deeds of Craven County and being more particularly described in Deed of Easement in Book 946, Page 445 in the Office of the Register of Deeds of Craven County; and,

WHEREAS, Craven County previously received and approved an Offer to Purchase the Real Property, and Craven County subsequently advertised said offer for upset bids as required by North Carolina General Statute §160A-269; and,

WHEREAS, the upset bid period required under North Carolina General Statute §160A-269 has expired; and,

WHEREAS, the Craven County Board of Commissioners deems it advisable and in the best interest of the County to sell its interest in the Real Property to the successful bidder and to convey its interest in said property by quitclaim deed.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF CRAVEN COUNTY THAT:

Section 1. The last and highest bid of John Harvey, LLC in the sum of \$1,000.00 for the Real Property is hereby accepted, and the Offer to Purchase previously executed by Craven County subject to the provisions of North Carolina General Statute §160A-269 is hereby ratified and confirmed in its entirety.

Section 2. Upon payment of the full purchase price, the Chairman, the County Manager, the Assistant County Manager, the Clerk to the Board of Commissioners and/or County Attorney are authorized to take all actions necessary to accomplish the transactions contemplated by this Resolution, including but not limited to the execution and delivery of the quitclaim deed attached hereto and incorporated herein by reference.

ADOPTED THIS 19th DAY OF APRIL, 2021.

COUNTY MANAGER'S REPORT

County Manager, Jack Veit, had nothing to report.

COMMISSIONERS' REPORTS

Commissioner Mark reported on the recent CarolinaEast Hospital Board meeting and relayed there were seven Covid cases being treated. He also remarked on attending the TDA meeting where their budget was discussed and approved.

Commissioner McCabe had nothing to report.

Commissioner Mitchell expressed her appreciation for the Military Child Proclamation and indicated that May is the month of the military spouse. She reported the turnout for The Wall that Heals was about 9,000 and thanked all of those who made it happen. Mrs. Mitchell stated she had met with NC DOT last week about safety precautions in the James City area regarding the new construction.

Commissioner Liner reported the loss of Jim Cassidy, a Purple Heart recipient, who recently passed away and would be greatly missed in the Havelock area. He expressed his thanks to George Halyak for the tremendous job over the past several years in bringing The Wall that Heals to New Bern and to the over 300 volunteers who participated.

Commissioner Smith had nothing to report.

Commissioner Bucher reported on the ribbon cutting at the renovated ABC Store in James City, citing the improvements doubled the size. He also reported on a litter issue he was notified about by a citizen and how Preston Hunter with the NC DOT responded immediately and had the area cleaned up.

Chairman Jones referred to the CRSWMA proposed budget he had forwarded to all the Commissioners, stating there was no fee increase and it is still one of the lowest in the State. He remarked they are still working on 90 miles of litter pick-up on roadways which is paid for by CRSWMA funds.

CLOSED SESSION

At 10:02 a.m. Commissioner Liner motioned to go into Closed Session, pursuant to NCGS 143-318(a)(4), to discuss matters relating to the location or expansion of industries or other businesses in Craven County. Commissioner Mitchell seconded the motion, which carried unanimously.

Commissioner Liner motioned to return to Open Session at 10:35 a.m. Commissioner McCabe seconded the motion and it carried unanimously.

No action was taken in closed session.

At 10:36 a.m. Commissioner Smith motioned to adjourn, seconded by Commissioner Mitchell and unanimously carried.

Chairman Jason R. Jones
Craven County Board of Commissioners

Nan Holton
Clerk to the Board