

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, JUNE 19, 2023
8:30 AM**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

- 1. ADOPTION OF THE FY 2023-2024 BUDGET ORDINANCE: Jack Veit, County Manager; Craig Warren, Finance Director**
- 2. CONSENT AGENDA**
 - A. Minutes of June 5, 2023 Reconvened Session**
 - B. Tax Releases and Refunds**
 - C. Public Buildings Budget Amendment for Emergency Air Handler Repair**
 - D. Planning Budget Amendment for Grant Writing Expenses**
 - E. Sheriff Smartphone Donation**
- 3. ANIMAL SHELTER PRESENTATION: Dr. Tanya Osler, Veterinarian**
- 4. TAX REVALUATION PRESENTATION: Leslie Young, Tax Administrator**

DEPARTMENTAL MATTERS

- 5. SOCIAL SERVICES – Representative Payee Special Funds Budget Amendment: Geoffrey Marett, Director**
- 6. PLANNING – Madeline Farm Phase 1 – Final - Chad Strawn, Planning Director**
- 7. SHERIFF – Chip Hughes, Sheriff**
 - A. School Resource Officer Fuel Expense Overage Budget Amendment**
 - B. Jail Rent Board Prisoners & Contract Services Budget Amendment**
 - C. Sheriff Fuel Expense Overage Budget Amendment**

8. **HUMAN RESOURCES**
 - A. **Amend Personnel Resolution Healthcare Coverage for Retirees**
 - B. **Amend Personnel Resolution Identification Badge Replacement Cost**
 - C. **Amend Personnel Resolution Incentive Pay Policy**

9. **FINANCE**
 - A. **Capital Reserve Budget Amendment**
 - B. **Health and Workers Comp Benefit Claims Budget Amendment**
 - C. **Debt Service Budget Amendment**

10. **APPOINTMENTS**

11. **COUNTY ATTORNEY'S REPORT: Arey Grady**

12. **COUNTY MANAGER'S REPORT: Jack Veit**
 - A. **Tax Assessor Appointment**
 - B. **Dix Crisis Center MOU**

13. **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 MONDAY, JUNE 19, 2023. THE MEETING CONVENED AT 8:30 AM.

MEMBERS PRESENT:

Chairman Jason R. Jones
 Vice-Chairman Denny Bucher
 Commissioner Chadwick Howard
 Commissioner Sherry Hunt
 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
 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.

Most gracious and everlasting God, we thank You for this, another glorious day that You have allowed us to see, and we honor You for Your undying faithfulness towards us.

Lord, help us to continually hold up the light of Your love, and may we be always mindful of our collective duty to serve each other as we serve You.

Teach us Your ways and lead us in a plain path. Shine Your light upon the road that our Commissioners must travel. Give them grace and truth to guide their every decision. Unite them under the banner of Your love and allow them to speak with one clarion voice that which You would have them say.

Teach us all to lean on Your everlasting arms, and give us the grace to lead according to Your everlasting Word. Amen.

Based upon the invocation given by Bishop Alfred A. Owens, Jr., at the February 24, 2004 session of the US House of Representatives

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

ADOPTION OF THE FY 2023-2024 BUDGET ORDINANCE

County Manager, Jack Veit, stated the FY23-24 Budget Ordinance is six months' worth of work and is the largest piece of policy that the Board of Commissioners implement every year. Mr. Veit emphasized it is required by law to be balanced, and highlighted the General Fund revenues and appropriations are \$142,557,902. He reviewed each section with some explanations, concluding it is levied at a tax rate of \$0.4448cents per one hundred dollars valuation, and is revenue neutral. The Schedule of Fees for July 1, 2023 through June 30, 2024 are also being adopted.

Commissioner Mitchell motioned to adopt the FY23-24 Budget Ordinance as presented, seconded by Commissioner Mark and approved 7-0 in a roll call vote. The Budget Ordinance and Schedule of Fees are attached as an Addendum to the Minutes.

Chairman Jones thanked Mr. Veit and his staff on behalf of the Board of Commissioners, stating it is a long process to get to this point. He relayed that a revenue neutral budget was important to this Board, as well as investing in Craven County employees, the Fund Balance, and the Capital Improvement Projects.

CONSENT AGENDA

Commissioner Mark motioned to approve the Consent Agenda, inclusive of the Minutes of June 5, 2023 Reconvened Session; Tax Releases and Refunds (*Credits = \$4,903.23; Refunds = \$275.07*); Public Buildings-Budget Amendment; Planning-Budget Amendment; and Sheriff – Smartphone Donation. Commissioner Mitchell seconded the motion, which carried 7-0 in a roll call vote.

Public Buildings

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
1010000-39901 Current Year FB	\$10,000.00	1014200-42602 M&R Equipment	\$10,000.00
TOTAL	\$10,000.00	TOTAL	\$10,000.00

Justification: Budget Amendment to allow for emergency repairs on air handler 1 at the Admin. Building.

Planning

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
1010000-39901 Current Year FB	\$11,600.00	1014910-41537 Hazard Mitigation Update	\$11,600.00
TOTAL	\$11,600.00	TOTAL	\$11,600.00

Justification: Budget Amendment to pay Insight Planning and Development for BRIC grant services and Aerial Waterline Relocation at Maple Cypress.

ANIMAL SHELTER PRESENTATION

Mr. Veit remarked earlier in the year, the Board created the Veterinarian/Director position at the Animal Shelter. He introduced Dr. Tanya Osler who filled the position.

Dr. Osler provided the Board with her educational and training history and commented on her future plans for the shelter. She addressed inquiries about reducing fees prior to euthanasia, and long-term goals.

Chairman Jones stressed the importance of close working relationships, and collaborative efforts being made; and invited her to return to provide updates to the Board.

TAX REVALUATION PRESENTATION

Tax Administrator, Leslie Young, presented her report on things that have had an impact on the revaluation, and how the citizens have responded. She indicated that as of Friday, June 16th, there were 70 appellants to be heard by the Board of Equalization and Review, and she expected that number to decrease prior to the meeting. Her presentation included the following information:

- Significant dates leading up to the revaluation
- Variety of educational tools implemented for utilization by the citizens
- 15,123 inquiries to the GIS website
- 1682 appeals submitted
- Reappraisal statutes which dictate next steps if market changes
- 2023 Sales Ratios for Craven and other counties

- 2023 Real Estate Market in Craven County
- Recognition of Craven County Tax Appraisal staff members

Ms. Young relayed the next tax revaluation will take place in 2027.

At 9:25 am, a five-minute recess was taken.

**DEPARTMENTAL MATTERS: SOCIAL SERVICES – REPRESENTATIVE PAYEE
SPECIAL FUNDS BUDGET AMENDMENT**

Social Services Director, Geoffrey Marett, reported that in accordance with GASB 84 for fiduciary activities, the DSS Trust Fund must now be recognized as a Special Revenue Fund. He requested approval of a budget amendment, in the amount of \$300,000, represents the additional funds collected to disburse on behalf of DSS Clients in relation to the Representative Payee Fund.

Commissioner Smith motioned to approve the following budget amendment, in the amount of \$300,000, as requested, seconded by Commissioner Mark and approved 7-0 in a roll call vote.

Representative Payee Fund

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
2505210-38403 DSS Client Deposits	\$300,000.00	2505210-43935 DSS Client Disbursement	\$300,000.00
TOTAL	\$300,000.00	TOTAL	\$300,000.00

**DEPARTMENTAL MATTERS: PLANNING
SUBDIVISION FOR APPROVAL – MADELINE FARM PHASE 1**

Planning Director, Chad Strawn, presented the following subdivision to the Board. The Planning Board met on May 25, 2023 and recommended it for approval.

Madeline Farm Phase 1 – Final: The property, owned by Nolan Commercial, Inc. and surveyed/engineered by Thomas Engineering, PA is located within Twp. 7 on E. US Hwy 70; Parcel ID 7-035-030. The subdivision contains 95 lots on 29.13 acres and will be served by Craven County water and City of New Bern sewer. New road names: Topsail Trail, Madeline Farm Blvd, Calabash Court, Emerald View and Atlantic Ave.

Commissioner Mark motioned to approve the subdivision, as recommended, seconded by Commissioner Mitchell and approved unanimously.

DEPARTMENTAL MATTERS: SHERIFF

SRO Fuel Expense Overage – Budget Amendment

Sheriff Chip Hughes reported the School Resource Officer’s budget has seen increased expenses this year due to the amount of travelling throughout the County that the SRO’s drive to ensure adequate coverage at all of the schools. He indicated they are responding to more incidents, which requires an all hands-on deck response. Sheriff Hughes requested approval of a \$29,000 budget amendment.

Commissioner Mark motioned to approve the following budget amendment, as requested, in the amount of \$29,000. His motion was seconded by Commissioner Mitchell and approved 7-0 in a roll call vote.

Sheriff’s Office

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
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1010000-39901	\$29,000.00	1014314-43101	\$29,000.00
Current Year Fund Balance		Vehicle Expense – Fuel & Other	
TOTAL	\$29,000.00	TOTAL	\$29,000.00

Jail Rent-Board Prisoners & Contract Services Budget Amendment

Sheriff Hughes stated he wanted to bring attention to the fact that the age of a juvenile was raised from age 16 to 18. He relayed every time a juvenile is brought into custody, the County is responsible for transporting them to juvenile facilities. Also, their board costs are \$135 per day, for which the County is responsible for half. Due to the higher than projected numbers of juveniles requiring this service, has led to a larger expense in this line item. Sheriff Hughes reported additionally, contract service increases related to the solid waste disposal contract and the cleaning contract are part of this line item. He requested approval of a \$150,000 budget amendment.

Commissioner Mark motioned to approve the following budget amendment, as requested, in the amount of \$150,000. Commissioner Mitchell seconded the motion, which was approved in a 7-0 roll call vote.

Sheriff’s Office

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
1010000-39901	\$150,000.00	1014316-42101	\$125,000.00
Current Year Fund Balance		Rents – Board Prisoners	
		1014316-44000	\$ 25,000.00
		Contract Services	
TOTAL	\$150,000.00	TOTAL	\$150,000.00

Sheriff Fuel Expense Overage Budget Amendment

Sheriff Hughes reported his deputies are responsible for transporting adults to treatment facilities located outside of Craven County, and typically there are 3-5 transports a day. He indicated this has increased their fuel consumption and requested approval of a \$55,000 budget amendment.

Mr. Veit expounded on the situation, relaying discussions have been held with mental health providers and the hospital to assist with coordinating these transports to be more efficient, but significant progress has not been made yet.

Commissioner Mitchell motioned to approve the following budget amendment, as requested, in the amount of \$55,000.

Sheriff’s Office

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
1010000-39901	\$55,000.00	1014310-43101	\$55,000.00
Current Year Fund Balance		Vehicle Expense – Fuel & Other	
TOTAL	\$55,000.00	TOTAL	\$55,000.00

Sheriff Hughes commended staff and the Board for the newly adopted budget, stating it is a very good public safety budget and he appreciates their support.

DEPARTMENTAL MATTERS: HUMAN RESOURCES

Retiree Health Insurance

Human Resources Director, Amber Parker relayed the Craven County self-insured health insurance plan will experience a 5% rate increase for FY 23-24.

The rates of retiree health insurance paid by the County are specified in the Craven County Personnel Resolution based upon FY 22-23 rates as shown in the current policy language. She indicated the 5% increase will be passed along to be paid by retirees unless the above-referenced policy is amended to reflect the FY 23-24 rates as shown in the proposed policy language.

Commissioner Mark motioned to approve the amended Personnel Resolution section related to retiree health insurance, seconded by Commissioner Hunt and approved unanimously.

Identification Badge Policy

Ms. Parker reported the Craven County Personnel Resolution Article VII. Conditions of Employment, Section 13. Identification Badge Policy sets the employee identification badge issuance and replacement requirements. If an employee loses or damages their identification badge due to fault or carelessness, they are required to pay a replacement cost of \$5.00 for a new identification badge.

She explained with the integration of building access fobs and the fuel master system into the identification badge, the cost for producing identification badges has increased. The Facilities Department has adjusted their identification badge replacement form to reflect a fee of \$7.00 and the personnel resolution needs to be amended to change the official replacement cost from \$5.00 to \$7.00.

Commissioner Mark motioned to approve the amended Personnel Resolution section related to Identification Badge policy. His motion was seconded by Commissioner Mitchell and approved unanimously.

Incentive Pay Policy

Ms. Parker reported the Craven County Personnel Resolution Article IV. The Pay Plan, Section 16. Incentive Pay Policy provides for a \$2,400 incentive payment to be paid in per pay period installments for certain social worker positions, hospice nurses and school resource officers. The current policy states the incentive payment should be applied to positions assigned to and performing such required duties of investigations and/or case management in Adult and Child Protective Services and it lists eligible positions as Social Worker III, Social Work Supervisor or Program Manager but it leaves out Social Worker Investigative Assessment and Treatment (IA&T) positions who also complete these functions. She stated to keep the position titles listed in the policy consistent with the listed duties to receive the incentive, it was requested the personnel resolution be amended to add Social Worker IA&T to the list of social workers eligible.

Commissioner Mitchell motioned to approve the amended Personnel Resolution section related to Incentive Pay period, seconded by Commissioner Smith and approved 7-0 in a roll call vote.

DEPARTMENTAL MATTERS: FINANCE

Transfer to Capital Reserve

Finance Director, Craig Warren, reported that during the current fiscal year, the County has experienced enhanced revenue collections over original budget projections from several sources. Those include \$1.4 million in additional revenues from the Medicaid/Sales Tax Hold Harmless distribution, and \$1.6 million earned from interest on investments. He requested these additional revenues be set aside and transferred into the Capital Reserve Fund for future capital projects and expenditures. Mr. Warren requested approval of a budget amendment in the amount of \$3 million.

Commissioner Smith motioned to approve the following budget amendment, as requested, in the amount of \$3 million in a transfer to the Capital Reserve Fund. Commissioner Mitchell seconded the motion and was approved 7-0 in a roll call vote.

Interfund Transfers

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
1010000-38000	\$1,600,000.00	1019800-49802	\$3,000,000.00
Interest on Investment		Transfer to Capital Reserve	
1010000-33001	\$1,400,000.00		

Medicaid Hold Harmless

TOTAL	\$3,00,000.00	TOTAL	\$3,000,000.00
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Health and Worker’s Comp Benefit Claim

Mr. Warren reported benefit claims for health insurance and workers compensation through May, 2023 have been running ahead of budget by 16.5% and 11.8% respectively. As a result, he stated it is expected the total claims paid will exceed original budget projections. It is estimated an additional \$1,700,000 will be needed to continue paying claims through the end of this fiscal year. Additional revenues collected from insurance premiums and provider rebates along with fund balance is needed to cover the increases.

Health/Dental/Workers Comp

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
7004005-34438 Employer Health	\$600,000.00	7004005-44081 Health Claims	\$1,200,000.00
7004005-38200 Misc. Revenue	\$395,000.00	7004010-44095 Workers Comp Claims	\$ 500,000.00
7004010-34461 Employer Works Comp	\$115,000.00		
7000000-39901	\$590,000.00		
TOTAL	\$1,700,000.00	TOTAL	\$1,700,000.00

Sales Tax Transfer to Debt Service Fund

Mr. Warren relayed sales tax collections through the month of June, 2023 (March sales) are currently running 8.3% ahead of budget. With three months (April, May, June) of collections remaining, he anticipated that sales taxes will exceed original budget projections. As required by general statutes, a portion of Article 40 and Article 42 sales tax is considered restricted and can only be used towards school capital or debt service. He indicated it is estimated an additional \$500,000 will be needed in order to continue transferring the sales tax collections into the Debt Service Fund for the Remainder of the fiscal year. Mr. Warren requested approval of a budget amendment in the amount of \$500,000.

Commissioner Mitchell motioned to approve the following budget, as requested, in the amount of \$500,000 for Sales Tax transfer to Debt Service Fund. Commissioner Hunt seconded the motion, which carried in a 7-0 roll call vote.

Schools

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101000-31302 Article 40 ½ ct sales tax sch	\$250,000.00	1016110-49801 transfer school D/S fund	\$500,000.00
101000-31304 Article 42 ½ ct sales tax sch	\$250,000.00		
TOTAL	\$500,000.00	TOTAL	\$500,000.00

APPOINTMENTS

Pending Appointments

Chairman Jones reviewed the following pending appointments:

- Community Child Protection Team
- Craven Clean Sweep
- Emergency Medical Services

- Fireman's Relief Fund Board (District 5)
- Highway 70 Corridor Committee
- Volunteer Agricultural District (District 6)

Under Pending, Commissioner Smith recommended that Antoinette Boskey be appointed to the Community Child Protection Team to fill seat vacated by Alicia Rodenberg. She was appointed by acclamation.

Current Appointments

Eastern Carolina Workforce Development Board

Commissioner Hunt nominated William Green for reappointment. Commissioner Mark nominated Anthony Cruz for reappointment. Commissioner Mitchell nominated Jason Trull to fill the seat vacated by John Wilson. There being no additional nominations, Mr. Green and Mr. Cruz were reappointed by acclamation and Mr. Wilson was appointed by acclamation.

Fireman's Relief Fund Board of Trustees

Commissioner Mark nominated Joshua Whitford (Twp. 2) for reappointment. There being no additional nominations, Mr. Whitford was reappointed by acclamation.

Fire Tax Commissioners

Commissioner Howard nominated JoAnn Slagle (Twp. 6) for reappointment. There being no additional nominations, Ms. Slagle was reappointed by acclamation.

Emergency Services Advisory Board

Commissioner Bucher nominated Robert Boyd for reappointment. There being no additional nominations, Mr. Boyd was reappointed by acclamation.

Local Emergency Planning Committee

Commissioner Bucher nominated Brooke Zeleny for appointment (Seat 6, City of New Bern). Commissioner Mark nominated Mike Grose for appointment (Seat 18, Coast Guard). There being no additional nominations, Ms. Zeleny and Mr. Grose were appointed by acclamation.

Juvenile Crime Prevention Council

Commissioner Bucher nominated Christopher Devone (Court Counselor) for reappointment. Commissioner Mitchell nominated Wendy Peaden (DSS Seat) for reappointment. There being no additional nominations, Mr. Devone and Ms. Peaden were reappointed by acclamation. There are currently two seats vacated by Jamara Wallace and Carlton Metts.

Craven County Recreation Advisory Board

It was the consensus of the Board to defer these appointments.

Upcoming Appointments

Chairman Jones reviewed upcoming appointments to boards and committees due to expire.

COUNTY ATTORNEY'S REPORT

County Attorney, Arey Grady, had nothing to report.

COUNTY MANAGER'S REPORT*Appointment of Tax Assessor*

County Manager, Jack Veit, stated in July 2019 he came before the board to reappoint Ronnie Antry for a 4-year term as Tax Assessor. Upon Mr. Antry's retirement in November, 2021, Ms. Leslie Young was appointed to fill his term. Mr. Veit requested the Board reappoint Ms. Young to a 4-year term beginning July 1, 2023 as Tax Assessor for Craven County.

Commissioner Mitchell motioned to appoint Ms. Leslie Young as Craven County Tax Assessor, as requested, beginning July 1, 2023, seconded by Commissioner Mark and approved 7-0 in a roll call vote.

DIX Crisis Center Memorandum of Understanding

Mr. Veit reviewed the partnerships involved in the Dix Crisis Center and the commitment Craven County has held, by budgeting \$200,000 for mental health through Trillium and a \$100,000 commitment from the hospital. He indicated that Craven County is averaging 11-13 clients a month at the Dix Crisis Center.

Commissioner Mark spoke of the importance Dix Crisis Center has had to the opioid crisis by providing a short-term detox opportunity.

Commissioner Mark motioned to adopt the MOU, seconded by Commissioner Mitchell and in a roll call vote approved 7-0

Mr. Veit informed the Board as a recipient of opioid settlement funds, there is a requirement to hold an annual meeting inviting input from the local municipalities. He stated the opioid epidemic response meeting will be held on Thursday, June 29th at 5:00 pm at the Riverfront Convention Center. It is open to the public.

Mr. Veit reported on recently attending a Hwy. 70 Corridor meeting in Kinston. He indicated the opportunity arose to host a transportation summit for eastern NC on October 17th, which will put the spotlight on Craven County.

COMMISSIONERS' REPORTS

Commissioner Mark reported on a recent precinct meeting held in Fairfield Harbor and how well attended it was.

Commissioner Hunt had nothing to report.

Commissioner Smith reported on the African American community's Juneteenth celebrations over the weekend and the opportunities she had to participate.

Commissioner Howard commented he had the opportunity to attend the precinct meeting in Fairfield Harbour.

Commissioner Mitchell wished all a Happy Juneteenth. She reported she had shared with the New Bern Library Board that the County is looking at property for future growth.

Commissioner Bucher had nothing to report.

Commissioner Jones had nothing to report.

Clerk to the Board, Nan Holton, reminded the Board the first meeting in July would be held on Wednesday, July 5th at 6:00 pm, due to the July 4th holiday.

At 10:22 am, Commissioner Mitchell motioned to adjourn, seconded by Commissioner Hunt and carried unanimously.

Jason R. Jones, Chairman
Craven County Board of Commissioners

Nan Holton
Clerk to the Board